LAST NAME	FIRST NAME	INIT.	PHONE #	MESSAGE #	SOCIAL SECURITY #	DATE	SKILLS

ADDRESS	CITY	STATE	COUNTY	ZIP
PERMANENT ADDRESS (if different)	CITY	STATE	COUNTY	ZIP

Are you currently employed?

Ever Bonded?

TYPE OF WORK APPLYING FOR:

Employment desired?

Are you at least 18 years old?

Salary Requirements:

Minimum Acceptable:

What days are you available:

Smoker?

What form of transportation will you use to get to your job(s)?

Are you authorized to work in the United States?
Do you have proof of your authorization with you today?

Do you have a valid drivers license?

State: _____ Class: _____

Number: _____ Expir. Date: _____

Auto Liability Insurance: ☐ yes ☐ no

Company:

Have you been convicted of a felony?

How did you hear about Personnel Plus?

Have you ever worked for a temporary service before?

If yes, what service (s)?

How far are you willing to commute?

Comments:

DO NOT WRITE IN SHADED AREAS

	YES	RESULTS
OSHA	☐	
POLICIES	☐	
WC-R	☐	
STATE IDAHO	☐	
PQA	☐	
DRUG TEST	☐	
I9	☐	
W4	☐	

APPEARANCE _____
- ☐ OUTSTANDING, GROOMING
- ☐ AVERAGE ATTIRE, GROOMING
- ☐ POOR, HYGIENE, GROOMING

PERSONALITY _____
- ☐ OUTGOING & PLEASANT
- ☐ LIKEABLE
- ☐ OBJECTIONABLE

ATTITUDE _____
- ☐ FLEXIBLE & CONFIDENT
- ☐ POLITE
- ☐ NERVOUS
- ☐ IRRITATED
- ☐ UNCOOPERATIVE

INITIATIVE _____
- ☐ ASSERTIVE
- ☐ CONTRIBUTES WILLINGLY
- ☐ NEEDS PROMPTING
- ☐ INDECISIVE

EVALUATION RESULTS

MATH I	
MATH II	
FILING	
CLERICAL	
COMPARISON	
GRAMMAR/PUNCT	
SPELLING	
DATA ENTRY	
WINDOWS	
WORD	
BOOKKEEPING I	
BOOKKEEPING II	
TYPING	
10 KEY	
FORKLIFT	
CASHIER	
TELLER	
OTHER	

☐ INACTIVATED DATE _____

COMMENT: _____

CHECK APPROPRIATE BOX & LIST NUMBER OF YEARS EXPERIENCE

SKILLS INVENTORY—LABOR / INDUSTRIAL

GENERAL LABOR YRS.
- Landscaping
- Delivery
- Janitorial
- Warehouse
- Inventory
- Security
- Shipping/Receiving
- Cleanup
- Farm Field
- Dairy
- Sprinkler
- Floral
- Yards & Grounds
- Housekeeping

CONSTRUCTION
- General Labor
- Concrete Rough
- Concrete Finish
- Carpenter Rough
- Carpenter Finish
- Framing
- Read Blueprints
- Roofing
- Painting
- Plumber
- Electrician
- HVAC
- Siding
- Flagger

INDUSTRIAL YRS.
- Gen. Labor-light
- Gen. Labor-Med.
- Gen. Labor-Heavy
- Machine Operator
- Forklift Operator
- Packaging
- Palletizing
- Sanitation
- Lab
- Quality Assurance
- Maintenance
- Electrical
- Electronics
- Hydraulics
- Shipping/Receiving
- Fish Processing

SKILLED LABOR
- Diesel Mechanic
- Auto Mechanic
- Small Engine Mech.
- Machinist
- Tool & Die
- Mill/Lathe
- Welder
- Cabinet Maker
- Glazier
- Other (list):

PLASTIC/INJECTION YRS
- Assembly/Packaging
- Machine Operator
- Injection
- Molding
- Maintenance
- Customer Service
- Quality Assurance
- Prep Room
- Glue Room
- Other (list):

FOODSERVICE
- Waitress
- Line cook
- Chef
- Dishwasher
- Hostess
- Supervisor
- Banquet
- Sanitation
- Warehouse

DRIVING
- Class (CDL)
- Endorsements:

HEAVY EQUIPMENT OP. (list)

SKILLS INVENTORY—CLERICAL / PROFESSIONAL

CLERICAL YRS.
- Receptionist
- Switchbrd #lines
- Clerical
- Telephone #lines
- Word processing
- Dictation
- Speed Writing
- Typing word/min
- Statistical Typing w/m
- Legal office
- Medical office
- Cashier
- Teller
- Data entry
- Mortgage
- Filing
- Fax/Copier
- Medical Term.
- Credit/Collection
- Customer Service
- Title/Escrow

SOFTWARE USED:
- Word
- WordPerfect
- Windows
- Excel
- Other (list):

BOOKKEEPING YRS.
- Accts. Receivable
- Accts Payable
- Payroll
- Bank Reconciliation
- Posting
- Trial Balance
- Financial Stmnt Prep
- Month End Close
- Accounting
- Tax

SOFTWARE USED:
- Quicken
- Peachtree
- Other (list)

HEALTHCARE
- CNA
- LPN
- CMA
- Ward Clerk
- Lab Technician
- General Labor
- Housekeeping
- RN
- Dietary
- Dental Assistant
- Other (list)

TECHNICAL YRS.
- Computer Tech.
- Copier Tech
- Telecom Tech
- Electronics Tech
- CAD Drafting
- Engineer
- Type:
- Certificate:
- Telecommunications
- Computer Network

SOFTWARE USED (list):

SALES
- Outside Sales
- Retail Sales
- Route Sales
- Telemarketing
- Marketing
- Product Demo
- Survey
- Other (list):

MANAGMENT YRS.
- Accounting
- CPA
- Human Resources
- Purchasing
- Public Relations
- Information Systems
- Sales
- Technical
- Quality Assurance
- Construction
- Farm
- Engineering
- Other (list):

OTHER SKILLS (list):

COMMENTS:

EMPLOYMENT HISTORY (Begin with most recent) (DO NOT WRITE IN SHADED AREAS)

Work Record					Duties	Pay	Reason for leaving	Ref Check
FROM	TO	EMPLOYER						
ADDRESS	CITY	STATE	ZIP					
SUPERVISOR	PHONE			SOCIAL SECURITY #	DATE	SKILLS		
FROM	TO	EMPLOYER						
ADDRESS	CITY	STATE	ZIP					
SUPERVISOR	PHONE			SOCIAL SECURITY #	DATE	SKILLS		
FROM	TO	EMPLOYER						
ADDRESS	CITY	STATE	ZIP					
SUPERVISOR	PHONE			SOCIAL SECURITY #	DATE	SKILLS		

EDUCATION / TRAINING SUMMARY: High School Graduate Yes No GPA:

Apprentice / Vocational / Technical / Special	Dates	Skills/Trade/License	Completed Yes No	Degree/Certificate
College / Education / Graduate School	Dates	Skills/Trade/License	Completed Yes No	Degree/Certificate

In case of emergency, notify:

Name _____ _____

Address _____ Telephone _____

Doctor to Notify Telephone

APPLICANT AGREEMENT

I affirm that the statements made on this application are true and complete. I authorize Personnel Plus to investigate any statement contained in any part of this application, and I understand that any false statement, omission of fact, or misrepresentation of facts on this application or other forms provided to Personnel Plus will be grounds for termination and recovery of potential damages from me. I hereby authorize Personnel Plus and also authorize and request each former Employer, (except as indicated) and any person, firm or corporation given as a reference, to answer all questions that may be asked and to give all information that maybe sought concerning me, my work, habits, character, skills, or actions in any transaction.

I understand that completing this application does not constitute an employment agreement between me and Personnel Plus. If I do receive a conditional offer of employment, I agree to answer a physical qualifications assessment to determine my ability to perform the essential functions of jobs in the categories for which I am applying, and I understand that I will not be accepted for employment until successful completion of this assessment. If I am accepted for employment with Personnel Plus, I agree to submit to a drug/alcohol screening test.

NOTICE: This employment application form will remain effective for one month.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

CONDITIONAL OFFER OF EMPLOYMENT	POST-OFFER ELIGIBILITY DETERMINATION
This person Is eligible for Job assignments In the following categories:	This person Is eligible for Job assignments In the following categories:
☐ Clerical I ☐ Light Labor ☐ Medical ☐ Sales	☐ Clerical I ☐ Light Labor ☐ Medical ☐ Sales
☐ Clerical II ☐ Medium Labor ☐ Management ☐ Technical /Professional	☐ Clerical II ☐ Medium Labor ☐ Management ☐ Technical /Professional
☐ Bookkeeper ☐ Heavy Labor ☐ CDL ☐ Other _____	☐ Bookkeeper ☐ Heavy Labor ☐ CDL ☐ Other _____
Conditional job offer not extended due to: ☐ Availability ☐ Skills ☐ Other _____	
Personnel Plus Date Applicant Date	Personnel Plus Date Applicant Date

ORIENTATION: During my orientation with the Personnel Plus representative. I received the following: Initial _____

☐ Policies & Procedures Statement ☐ Welcome brochure ☐ OSHA Orientation ☐ Time Card ☐ Drug & Alcohol Testing Policy Statement

EMPLOYEE AGREEMENT

I agree that my employment with Personnel Plus may be terminated at any time without liability to me for wages or salary except such as may have been earned at the date of such termination.

I understand that my compensation from Personnel Plus shall be limited to the duration of any temporary assignment hereunder.

I agree that if at any time I sustain a work-related injury, I will submit myself to a drug/alcohol test and to an examination by a physician of the company's selection.

Signature Date

PERSONNEL PLUS IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONNEL PLUS

YOUR TOTAL STAFFING SOLUTION

EMPLOYMENTAPPLICATION