

LAST NAME			FIRST NAME			INIT.	PHONE #			MESSAGE #			SOCIAL SECURITY #			APPLIED		PRINTED					
PHYSICAL ADDRESS						CITY				STATE				COUNTY			ZIP						
Employment desired? <i>(indicate all applicable)</i> <input type="checkbox"/> Temporary <input type="checkbox"/> Temp-to-Hire <input type="checkbox"/> Permanent <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal Only Hourly Salary Requirements: Minimum Acceptable: Smoker? <input type="checkbox"/> yes <input type="checkbox"/> no Are you authorized to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no Do you have proof of your authorization with you today? <input type="checkbox"/> yes <input type="checkbox"/> no Have you EVER been convicted of misdemeanor or felony crime(s)? A prior conviction is not necessarily a bar to employment. <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain: How did you hear about Personnel Plus? Have you ever worked for a temporary service before? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what service (s)? Which companies did the service send you to?						Indicate shifts you can work: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> 12 Hour				Indicate days you can work: <input type="checkbox"/> Spring <input type="checkbox"/> Summer Only <input type="checkbox"/> Winter MO TU WE TH FR SA SU <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						Are you currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no Are you at least 18 years old? <input type="checkbox"/> yes <input type="checkbox"/> no TYPE OF WORK APPLYING FOR: <input type="checkbox"/> Clerical / Office <input type="checkbox"/> Professional / Technical <input type="checkbox"/> General Labor / Industrial <input type="checkbox"/> Foodservice / Healthcare <input type="checkbox"/> Sales / Management							
																		Do you have your OWN transportation for work? <input type="checkbox"/> yes <input type="checkbox"/> no If no, what form of transportation will you use? Do you have a valid driver's license? <input type="checkbox"/> yes <input type="checkbox"/> no State: _____ Class: _____ Number: _____ Expir. Date: _____ Auto Liability Insurance: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what company: How far are you willing to commute?					
Comments:																							
CHECK APPROPRIATE BOX & LIST NUMBER OF YEARS EXPERIENCE																							
SKILLS INVENTORY—LABOR / INDUSTRIAL																							
SKILLS INVENTORY—CLERICAL / PROFESSIONAL																							
GENERAL LABOR		YRS.	INDUSTRIAL		YRS.	PLASTIC/INJECTION		YRS	CLERICAL		YRS.	BOOKKEEPING		YRS.	TECHNICAL		YRS.	MANAGMENT		YRS.			
<input type="checkbox"/> Landscaping		_____	<input type="checkbox"/> Gen. Labor-light		_____	<input type="checkbox"/> Assembly/Packaging		_____	<input type="checkbox"/> Receptionist		_____	<input type="checkbox"/> Accts. Receivable		_____	<input type="checkbox"/> Computer Tech.		_____	<input type="checkbox"/> Accounting		_____			
<input type="checkbox"/> Delivery		_____	<input type="checkbox"/> Gen. Labor-Med.		_____	<input type="checkbox"/> Machine Operator		_____	<input type="checkbox"/> Switchboard #lines		_____	<input type="checkbox"/> Accts Payable		_____	<input type="checkbox"/> Copier Tech		_____	<input type="checkbox"/> Construction		_____			
<input type="checkbox"/> Janitorial		_____	<input type="checkbox"/> Gen. Labor-Heavy		_____	<input type="checkbox"/> Injection		_____	<input type="checkbox"/> Clerical		_____	<input type="checkbox"/> Payroll		_____	<input type="checkbox"/> Telecom Tech		_____	<input type="checkbox"/> Production		_____			
<input type="checkbox"/> Warehouse		_____	<input type="checkbox"/> Machine Operator		_____	<input type="checkbox"/> Molding		_____	<input type="checkbox"/> Telephone #lines		_____	<input type="checkbox"/> Bank Reconciliation		_____	<input type="checkbox"/> Electronics Tech		_____	<input type="checkbox"/> Shift Supervisor		_____			
<input type="checkbox"/> Inventory		_____	<input type="checkbox"/> Forklift Operator		_____	<input type="checkbox"/> Maintenance		_____	<input type="checkbox"/> Word processing		_____	<input type="checkbox"/> Posting		_____	<input type="checkbox"/> CAD Drafting		_____	<input type="checkbox"/> Food Processing		_____			
<input type="checkbox"/> Security		_____	<input type="checkbox"/> Packaging		_____	<input type="checkbox"/> Customer Service		_____	<input type="checkbox"/> Dictation		_____	<input type="checkbox"/> Trial Balance		_____	<input type="checkbox"/> Engineer		_____	<input type="checkbox"/> Office		_____			
<input type="checkbox"/> Shipping/Receiving		_____	<input type="checkbox"/> Palletizing		_____	<input type="checkbox"/> Quality Assurance		_____	<input type="checkbox"/> Speed Writing		_____	<input type="checkbox"/> Financial Stmtnt Prep		_____	<input type="checkbox"/> Type:		_____	<input type="checkbox"/> Transportation		_____			
<input type="checkbox"/> Cleanup		_____	<input type="checkbox"/> Sanitation		_____	<input type="checkbox"/> Prep Room		_____	<input type="checkbox"/> Typing word/min		_____	<input type="checkbox"/> Month End Close		_____	<input type="checkbox"/> Certificate:		_____	<input type="checkbox"/> Customer Service		_____			
<input type="checkbox"/> Farm <input type="checkbox"/> Field		_____	<input type="checkbox"/> Lab		_____	<input type="checkbox"/> Glue Room		_____	<input type="checkbox"/> Statistical Typing w/m		_____	<input type="checkbox"/> Accounting		_____	<input type="checkbox"/> Telecommunications		_____	<input type="checkbox"/> Warehouse		_____			
<input type="checkbox"/> Dairy		_____	<input type="checkbox"/> Quality Assurance		_____	<input type="checkbox"/> Other:		_____	<input type="checkbox"/> Legal office		_____	<input type="checkbox"/> Tax		_____	<input type="checkbox"/> Computer Network		_____	<input type="checkbox"/> Education		_____			
<input type="checkbox"/> Sprinkler		_____	<input type="checkbox"/> Maintenance		_____	FOODSERVICE			<input type="checkbox"/> Medical office		_____	<input type="checkbox"/> Light		_____	SOFTWARE USED (list):		_____	<input type="checkbox"/> Call Center		_____			
<input type="checkbox"/> Floral		_____	<input type="checkbox"/> Electrical		_____	<input type="checkbox"/> Waitress		_____	<input type="checkbox"/> Cashier		_____	<input type="checkbox"/> Full Charge		_____	<input type="checkbox"/> _____		_____	<input type="checkbox"/> Food Service		_____			
<input type="checkbox"/> Yards & Grounds		_____	<input type="checkbox"/> Electronics		_____	<input type="checkbox"/> Line cook		_____	<input type="checkbox"/> 10-Key		_____	SOFTWARE USED:		_____	<input type="checkbox"/> _____		_____	<input type="checkbox"/> CPA		_____			
<input type="checkbox"/> Housekeeping		_____	<input type="checkbox"/> Hydraulics		_____	<input type="checkbox"/> Chef		_____	<input type="checkbox"/> Teller		_____	<input type="checkbox"/> Quicken		_____	<input type="checkbox"/> _____		_____	<input type="checkbox"/> Human Resources		_____			
CONSTRUCTION			<input type="checkbox"/> Shipping/Receiving		_____	<input type="checkbox"/> Deli		_____	<input type="checkbox"/> Data entry		_____	<input type="checkbox"/> Peachtree		_____	SALES			<input type="checkbox"/> Purchasing		_____			
<input type="checkbox"/> General Labor		_____	<input type="checkbox"/> Fish Processing		_____	<input type="checkbox"/> Dishwasher		_____	<input type="checkbox"/> Mortgage		_____	<input type="checkbox"/> Other:		_____	<input type="checkbox"/> Management		_____	<input type="checkbox"/> Public Relations		_____			
<input type="checkbox"/> Concrete Rough		_____	SKILLED LABOR			<input type="checkbox"/> Hostess		_____	<input type="checkbox"/> Filing		_____	HEALTHCARE											

EMPLOYMENT HISTORY (Begin with most recent) (DO NOT WRITE IN SHADED AREAS)										Ref Ch eck
Work Record		Employer	Supervisor	City/State	Telephone	Duties	Pay	Reason for leaving		
From	To									
From	To									
From	To									
EDUCATION / TRAINING SUMMARY: High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No GPA:						In case of emergency, notify:				
Apprentice / Vocational / Technical / Special		Dates	Skills/Trade/License	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Certificate					
College / Education / Graduate School		Dates	Skills/Trade/License	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Certificate					
						Name _____				
						Address _____ Telephone _____				
						Doctor to Notify _____ Telephone _____				
APPLICANT AGREEMENT										
<p>Personnel Plus is an Equal Opportunity Employer and as such we expressly prohibit employment discrimination.</p> <p>I understand that any employment with Personnel Plus, Inc is limited to the term and successful completion of job assignments. During my employment, I further understand that the only benefits that I am entitled to are those expressly provided solely by Personnel Plus and not from the client company to which I am assigned.</p> <p>I affirm that the statements made on this application are true and complete. I authorize Personnel Plus to investigate any statement contained in this application or in any employment document I submit to Personnel Plus. I authorize Personnel Plus to conduct other background checks, which may include, but are not limited to: prior work history, criminal history, driver's license record, credit report, verification of licensure or education, etc. as may be necessary for placement on job assignments. I understand that any false statement, omission of facts or misrepresentation of facts on these employment documents will be grounds for termination and recovery of potential damages from me.</p> <p>I understand that upon successful submission of this application, Personnel Plus is extending a conditional offer of employment to me. This conditional offer is based upon the completion of required employment documents, interview, background checks, and submission to drug/alcohol testing as required by Personnel Plus. I understand that actual job assignments are offered based upon my knowledge, experience, skills, abilities, availability for work, and the completion of the screening processes for the individual assignments. Successful completion of this application and related processes is not to be construed as a final offer of employment.</p> <p>I understand that completing this application does not constitute an employment agreement between me and Personnel Plus.</p>										
Signature _____					Date _____					
INTERNAL ASSOCIATE USE ONLY										<div>PERSONNEL YOUR TOTAL STAFFING SOLUTION PLUS</div> <div>EMPLOYMENT APPLICATION</div>
PERSONNEL PLUS IS AN EQUAL OPPURTUNITY EMPLOYER.										
PLUS 2 Rev 10/2010										