

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	_____	<input type="checkbox"/> Outside Sales	_____	<input type="checkbox"/> Information Systems	_____							
<input type="checkbox"/> Concrete Finish	_____	<input type="checkbox"/> Teacher	_____	<input type="checkbox"/> Supervisor	_____	<input type="checkbox"/> Fax/Copier	_____	<input type="checkbox"/> CNA	_____	<input type="checkbox"/> Retail Sales	_____	<input type="checkbox"/> Sales	_____							
<input type="checkbox"/> Carpenter Rough	_____	<input type="checkbox"/> Diesel Mechanic	_____	<input type="checkbox"/> Banquet	_____	<input type="checkbox"/> Medical Term.	_____	<input type="checkbox"/> LPN	_____	<input type="checkbox"/> Route Sales	_____	<input type="checkbox"/> Technical	_____							
<input type="checkbox"/> Carpenter Finish	_____	<input type="checkbox"/> Auto Mechanic	_____	<input type="checkbox"/> Sanitation	_____	<input type="checkbox"/> Credit/Collection	_____	<input type="checkbox"/> CMA	_____	<input type="checkbox"/> Telemarketing	_____	<input type="checkbox"/> Quality Assurance	_____							
<input type="checkbox"/> Framing	_____	<input type="checkbox"/> Small Engine Mech.	_____	<input type="checkbox"/> Warehouse	_____	<input type="checkbox"/> Customer Service	_____	<input type="checkbox"/> Ward Clerk	_____	<input type="checkbox"/> Marketing	_____	<input type="checkbox"/> Construction	_____							
<input type="checkbox"/> Read Blueprints	_____	<input type="checkbox"/> Machinist	_____	DRIVING	_____	<input type="checkbox"/> Title/Escrow	_____	<input type="checkbox"/> Lab Technician	_____	<input type="checkbox"/> Product Demo	_____	<input type="checkbox"/> Farm	_____							
<input type="checkbox"/> Roofing	_____	<input type="checkbox"/> Tool & Die	_____	<input type="checkbox"/> Class A CDL	_____	SOFTWARE														

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										
Personnel Plus is an Equal Opportunity Employer and as such we expressly prohibit employment discrimination.										
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.										
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.										
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.										
I understand that completing this application does not constitute an employment agreement between me and Personnel Plus.										
Signature _____					Date _____					
INTERNAL ASSOCIATE USE ONLY										
<div>PERSONNEL PLUS YOUR TOTAL STAFFING SOLUTION</div> <div>EMPLOYMENT APPLICATION</div>										
PERSONNEL PLUS IS AN EQUAL OPPURTUNITY EMPLOYER.										
PLUS 2 Rev 10/2010										