

**APPLICANT INFORMATION (PLEASE PRINT!) DATE:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Known as: \_\_\_\_\_

Phone, Cell: \_\_\_\_\_ Does your phone send & receive text messages? YES  NO

Phone, Home: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment/Unit No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_ Per Hour \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Are you legally eligible to be employed in the U.S.? YES  NO  (Proof of identity & eligibility will be required upon employment.)

Are you over the age of 18? YES  NO  (If no, you may be required to provide authorization to work.)

Which are you available to work Days?  Nights?  Weekends?  Full Time?

If you cannot work full time, please explain: \_\_\_\_\_

Check the days that you are available and indicate your available hours: (If employed, notification must be provided in writing should availability change.)

Day: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Hours: \_\_\_\_\_ Hours: \_\_\_\_\_ Hours: \_\_\_\_\_ Hours: \_\_\_\_\_ Hours: \_\_\_\_\_ Hours: \_\_\_\_\_ Hours: \_\_\_\_\_

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES  NO

If yes, please explain and list offices held (omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities):

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? YES  NO

If yes, please describe: \_\_\_\_\_

Have you ever worked for US Staffing before? YES  NO  If so, when? \_\_\_\_\_ How did you learn about us? \_\_\_\_\_

**EXPERIENCE (Please check all that apply.)**

**ACCOUNTING**

- A/P and/or  A/R
- Bookkeeping
- General Ledger
- Taxes

**ADMINISTRATIVE / CLERICAL**

- 10-Key and/or  Typing / WPM \_\_\_\_\_
- Data Entry and/or  Order Entry
- General Office
- Legal
- Receptionist

**SOFTWARE**

- Excel  Basic  Intermed.  Expert
- Word  Basic  Intermed.  Expert
- PowerPoint  Basic  Intermed.  Expert
- Quickbooks  Basic  Intermed.  Expert
- SAP  Basic  Intermed.  Expert
- \_\_\_\_\_  Basic  Intermed.  Expert

**AUTOMOTIVE / BOATS**

- Body work
- Detailing
- Mechanic: Certified? Yes / No
- Other \_\_\_\_\_

**CONSTRUCTION**

- Carpentry: Cabinetry, Stairs, Framing, Decking
- Masonry and/or  Concrete finisher
- Drywalling
- Electrical
- Estimator
- Painting:  Interior  Exterior
- Plumbing
- Remodeling
- Restoration (Water Fire Wind Mold)
- Roofing
- Unskilled Labor

**DRIVER**

- Vehicle Type:
  - Box Truck
  - Bus
  - Flatbed
  - Panel / Van
  - Tractor-Trailer
  - Other \_\_\_\_\_

**License Type:**

- CDL Class A
- CDL Class B
- DOT (current)
- No. Years of Experience: \_\_\_\_\_
- No. of MVR Points: \_\_\_\_\_

**FOOD SERVICE**

- Cashier
- Cook
- Dishwasher
- Hostess
- Server
- Other \_\_\_\_\_

**I.T.**

- Networking
- Database Management
- Other \_\_\_\_\_

**LANDSCAPING**

- Mowing & Lawn care
- Planting & trimming
- Hardscape
- Lighting
- Design
- \_\_\_\_\_

**MANAGEMENT**

- Foreman or Superintendent
- Project Manager

**MANAGEMENT (Con't)**

- Supervisory or  Non-Supervisory
- Construction
- Corporate
- Government
- Manufacturing/Industrial
- Non-profit
- Retail

**MANUFACTURING / INDUSTRIAL**

- Assembly / Production
- Inspection / Quality Control
- Packaging
- Machine Operator

**WAREHOUSE / GENERAL LABOR**

- Forklift Certified? Yes / No
- Inventory and/or  Stocking
- Shipping & Receiving

**SALES**

- Inside sales (Office)
- Outside sales (Territory)
- Retail
- Telemarketing

**OTHER**

- Call Center
- Customer Service
- Janitorial /Cleaning
- \_\_\_\_\_

**CERTIFICATIONS (SPECIFY)**

- Welding Certification
- Pipefitting \_\_\_\_\_
- OSHA Certification (specify): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PREVIOUS EMPLOYMENT** (Start with your most recent position)

Please explain any employment gaps: \_\_\_\_\_

Company 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Company 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**EDUCATION**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

List academic honors, extracurricular activities, offices held, etc. in high school or college (omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities): \_\_\_\_\_

**REFERENCES** (Please list professional reference.)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**DISCLAIMER and SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge and that I have read this disclaimer. ***If this application leads to employment, I understand that any false or misleading information in my application or interview may result in my immediate release. I understand that I am required to phone in daily to report my availability. If US Staffing does not hear from me, US Staffing will assume that I am not willing or available to work and agree that US Staffing not be held responsible for my loss of unemployment claims or benefits due to my noncompliance with this policy.*** I will not solicit or accept employment with any US Staffing clients without express permission of US Staffing. I authorize US Staffing to e-mail me regarding any company information, marketing, training or other staffing industry-related information. I understand that I can write "Please Remove" in the subject line when replying to a US Staffing e-mail to have my name removed from the list within a reasonable time-frame.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_