

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: _____