

Please Print		Today's Date / / 200	Social Security Number - -	Birthday Month- /Day-
Last Name		First Name Middle		
Street Address		APT#		
City		State	Zip Code	
Home Phone () -	Cell Phone () -	Person to Notify in case of Emergency	Emergency Phone () -	
Transportation <input type="checkbox"/> Car <input type="checkbox"/> Public <input type="checkbox"/> Other _____		E-mail Address		
Availability: <input type="checkbox"/> Days <input type="checkbox"/> Evening <input type="checkbox"/> Graveyard <input type="checkbox"/> Swing <input type="checkbox"/> Weekend <input type="checkbox"/> Part Time <input type="checkbox"/> Same Day				
Preferred Length of Assignment:	1 st Available Date Month- /Day-	Minimum Salary \$ per	Are you Bondable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you be willing to take a drug test when and if requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		How did you hear about us?	Bilingual / Languages	
Have you ever been convicted of a crime or been given deferred adjudication? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Conviction will not necessarily disqualify an individual from employment.</small>		If yes, Explain:		
Date	Offense Details	Name of Police, Court or Federal Agency, City, State		
Driver's License Info: State _____ # _____ Exp _____/_____				
Education and Training				
School	Address, City, State, Zip		Type of Degree	Major Course
Work Experience (Check all that apply):				
<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> HR/Personnel	<input type="checkbox"/> Whse/Distribtn.	<input type="checkbox"/> Engineering	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Marketing	<input type="checkbox"/> Insurance	<input type="checkbox"/> Services-General	<input type="checkbox"/> Technical	<input type="checkbox"/> Convention
<input type="checkbox"/> Sales	<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Logistics	<input type="checkbox"/> Telecomm.	<input type="checkbox"/> Food Processing
<input type="checkbox"/>	<input type="checkbox"/> Pharmaceutical	<input type="checkbox"/> Mail/Copy Room	<input type="checkbox"/> Training	<input type="checkbox"/> Medical Non-Lic.
			<input type="checkbox"/> Call Center	<input type="checkbox"/> IT/Software
				<input type="checkbox"/> Accounting
				<input type="checkbox"/> Mortgage
				<input type="checkbox"/> Banking
				<input type="checkbox"/> Legal
				<input type="checkbox"/> Retail
Software Exp. (Check all that apply):				
<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Photo Shop	<input type="checkbox"/> Acrobat Prof.	<input type="checkbox"/> Peachtree
<input type="checkbox"/> MS Excel	<input type="checkbox"/> Word Perfect	<input type="checkbox"/> PageMaker	<input type="checkbox"/> Goldmine	<input type="checkbox"/> Visual Basic
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Lotus Notes	<input type="checkbox"/> ACCPAC	<input type="checkbox"/> ACT!	<input type="checkbox"/> C / C++
<input type="checkbox"/> MS Access	<input type="checkbox"/> QuickBooks	<input type="checkbox"/> Great Plains	<input type="checkbox"/> Oracle	<input type="checkbox"/> Java / J++
				<input type="checkbox"/> SABRE
				<input type="checkbox"/> Calyx
				<input type="checkbox"/> DU/LP
				<input type="checkbox"/> AutoCAD
				<input type="checkbox"/> CLEC/ILEC
Test Scores:				
Notes:				
References (References who are familiar with your work.)				
Name	Phone	Address, City, State, Zip		Relationship
	() -			
	() -			

Employment History (Three most recent employers with most recent first)			
Employer Name <input type="checkbox"/>	Phone () -	Address, City, State, Zip	Job Title
Dates of Employment (from/to)	Salary Start / Finish	Supervisor's Name/Title	Reason for Leaving
Type of Business	Job Duties		
Employer Name <input type="checkbox"/>	Phone () -	Address, City, State, Zip	Job Title
Dates of Employment (from/to)	Salary Start / Finish	Supervisor's Name/Title	Reason for Leaving
Type of Business	Job Duties		
Employer Name <input type="checkbox"/>	Phone () -	Address, City, State, Zip	Job Title
Dates of Employment (from/to)	Salary Start / Finish	Supervisor's Name/Title	Reason for Leaving
Type of Business	Job Duties		

As used in this document, the term Client refers to the party for which EmpHire Staffing provides services pursuant to the terms and conditions set forth herein.

Certification of Information – I am applying for employment with EmpHire Staffing and, by signing below, declare that the information I have provided in the application process is complete and true to the best of my knowledge. I understand and agree that any false information, omission or misrepresentation discovered before or after a job offer can result in rejection of my application or dismissal at any time during my employment; and that I will be considered unavailable for work if, after an assignment ends, I do not contact EmpHire Staffing to discuss further assignments.

Application and Equal Opportunity – EmpHire Staffing is an Equal Employment Opportunity company. All qualified applicants will receive consideration without regard to gender, marital status, race, color, age, creed, religion, national origin, veteran status or disability. I understand that this form is for use in evaluating my qualifications for employment; it is not an offer or a promise of employment. A background investigation, interview, various tests and a policy review may be required before any final determination of my suitability for employment is made.

Verification and Background Investigation – I understand and agree that EmpHire Staffing may make or arrange for investigative inquiries in order to determine my suitability for employment or retention and to verify my education, police and driving records, any past or pending civil actions, credit and workers compensation history, as allowed by law. I hereby authorize EmpHire Staffing and/or its agents, including third party investigators and consumer reporting bureaus, to make such inquiries of various public and private agencies or sources, and to request such information and appraisals of my character, job performance and work habits. I acknowledge that a facsimile or copy of this release shall be as valid as the original.

Release of Information – I hereby authorize all former employers, companies, local, state, federal and other agencies, courts and law enforcement authorities to release any information concerning my background. I also authorize EmpHire Staffing to disclose information on my background and work history (and to provide copies of this Application and any background or reference reports) to representatives of client companies where I may be considered for employment. I hereby release EmpHire Staffing and its agents, and any persons, employers, companies, agencies and authorities who verify or provide information on my background from any liability for any damage whatsoever for disclosing or issuing any such information.

Drug Use and Testing – I understand that EmpHire Staffing prohibits use of illegal drugs. I am willing to provide a urine, blood, hair or saliva specimen for drug and/or alcohol testing prior to and/or during my employment as a condition of assignment to certain job positions, or if there is any reason whatsoever to suspect drug or alcohol use. I understand that company policy requires a drug and alcohol test whenever there is an on-job accident or injury. I hereby authorize and consent to all such tests and acknowledge my understanding that a positive drug test or refusal to submit to a required drug test will result in my dismissal. I hereby release EmpHire Staffing, its clients and any clinic, individual or test product manufacturer that may administer or provide a drug or alcohol test from any and all claims arising out of the results of such a test, and from any action taken on the basis of those results. I am voluntarily signing below to acknowledge that I have read and fully understand the Certification and Acknowledgments above. I have had the opportunity to ask questions before signing, and all explanations have been in language I understand.

Signature of Applicant:

Date: