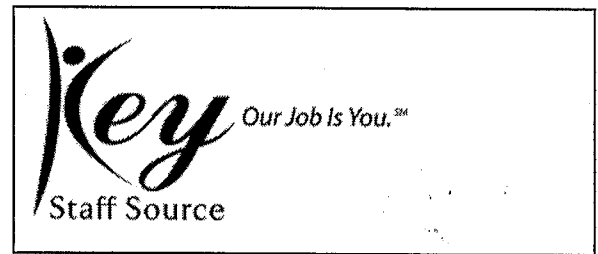


Employment Application

Date: _____



APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract or an offer of employment. Please answer all appropriate questions completely and accurately. All statements made by applicants on this application will be checked. False or misleading statements during the interview or on this form are grounds for terminating the application process or, if discovered after employment, termination. All qualified applicants will receive consideration without discrimination because of sex, marital or veteran status, race, color, age, creed, religion, national origin, the presence of disabilities, or any other legally protected status. A felony will not necessarily bar an applicant from employment. Additional testing of job-related skills may be required prior to employment. Employers utilizing the Staffing Agencies listed will, from time to time, require their employees to have certain work experience, educational background, or skills. This information will not be used to discriminate against you when considering your eligibility for positions that do not required job-related work experience, education, or skills.

Last Name _____ First Name _____ Middle Initial _____
Address _____ Apt. # _____ Social Security No. _____
City _____ State _____ Zip _____ Home Phone (_____) _____
Email _____ Cell Phone (_____) _____

Staffing Agency periodically sends text messages to notify employees of important notices and available jobs. Standard text message rates will apply based on your plan with your carrier. To consent to receive text messages, please indicate your cell phone carrier: _____

Are you seeking (mark all that apply): Temporary Work Temp-to-Perm Work Permanent Work

Driver's License # _____ State _____ Class _____

Have you lived in states other than MS? _____ If yes, where? _____

Are you available to work 8:00AM - 5:00PM, Monday - Friday? YES NO

Are you a student? YES NO If yes, where? _____

Have you ever been convicted of a crime? YES or NO If yes, for what and when? _____

Education

High School _____ Grade Completed: 9th 10th 11th 12th GED

College _____ City, State _____ Years Attended _____ to _____

Major _____ Degree Type (circle all that apply): In Progress • Trade School • Associates

Minor _____ Bachelor's • Master's • Juris Doctorate • Doctorate • Attended, No Degree

Past Employment (List most recent employer first.)

Company Name _____ Start Pay \$ _____ End Pay \$ _____
Address _____ Start Date ____/____/____ End Date ____/____/____
City _____ State _____ Zip _____ Phone (_____) _____
Job Title _____ Supervisor's Name _____
Reason for Leaving _____

Company Name _____ Start Pay \$ _____ End Pay \$ _____
Address _____ Start Date ____/____/____ End Date ____/____/____
City _____ State _____ Zip _____ Phone (_____) _____
Job Title _____ Supervisor's Name _____
Reason for Leaving _____

Check All In Which You Have Work Experience:

Clerical/Office Skills

- ☐ Typing (C11)
- ☐ 10 Key (C0203)
- ☐ Data Entry (C0205)
- ☐ Accounts Payable (A050113)
- ☐ Accounts Receivable (A050117) Administrative Asst (C0513) Apt. / Leasing Mgt (C990501) Bookkeeper (A1305)
- ☐ Call Center (C0101)
- ☐ Collections (A05011705) Cert.
- ☐ Public Accountant (A0113)
- ☐ Customer Service (C01)
- ☐ Executive Secretary (C0503)
- ☐ Filing (C1301)
- ☐ Inside Sales (S0311)
- ☐ Insurance Office (C0511)
- ☐ Insurance Claims (C1305)
- ☐ Inventory (C1307)
- ☐ Human Resources (N) HR – Benefits (N0905) HR – Hiring (N0903) Legal Secretary (C0505) Mail Clerk (C1309)
- ☐ Medical/Dental Office (C0507) Management (C9905) Mortgage / Banking (F090529) Outside Sales (s0325)

- ☐ Paralegal (C0515)
- ☐ Payroll (A050115)
- ☐ Personnel Clerk (C1311)
- ☐ Public Relations/Marketing (N0901)
- ☐ Real Estate Insurance (J0513)
- ☐ Reconcile Bank Statements (A05011305)
- ☐ Receptionist / Switchboard (C03) Telemarketing (S0333)
- ☐ Transcription (C09)

Computer Skills

(Only check if you have a good working knowledge of the program.)

- ☐ Microsoft Word (B03016307)
- ☐ Microsoft Excel (B03015103)
- ☐ Microsoft Access (B030551)
- ☐ Microsoft PowerPoint (B03012225)
- ☐ Microsoft Publisher (B03012229)
- ☐ Microsoft Outlook (B03011621)
- ☐ WordPerfect (B03015319) Lotus 123 (B03015101)
- ☐ AS/400 (B03010001)
- ☐ PeachTree Accounting (B03010003) QuickBooks (B03010005) Quicken (B03010007)
- ☐ Other _____

Do you speak a foreign language? If yes, what language? _____

Industrial Skills

- ☐ Electronics (I0101)
- ☐ Mechanical Assembler (I0103)
- ☐ Bindery (I0107)
- ☐ Inventory (I05)
- ☐ Packer (I09)
- ☐ Loading/Unloading (I0905)
- ☐ Shipping/Receiving (I0907)
- ☐ Stocker (I0911)
- ☐ Order Puller (I0913)
- ☐ Maintenance/Janitorial (I1301)
- ☐ Housekeeping (I1303)
- ☐ Laundry Worker (I1305)
- ☐ Landscaping (I15)
- ☐ Construction (R02)
- ☐ Painter (R07)
- ☐ Plumbing (R0901)
- ☐ Welder (R11)
- ☐ Mechanic (R13)

Applicant's Statement

1. I hereby employ The Staffing Agency to represent, inform, infer and counsel me in securing employment. I agree that upon acceptance of temporary or permanent employment, anytime within six months as a result of referral, introduction, or information, either directly or indirectly provided me by The Staffing Agency, I will immediately notify The Staffing Agency.
2. I agree, if employed by The Staffing Agency, that if I ever make claims against The Staffing Agency for personal injuries, upon your request, I shall submit to examinations of The Staffing Agency's selection. Employment may be terminated by The Staffing Agency at any time without liability to applicant/employee except for wages and salary that have been earned by me at the date of termination.
3. Upon acceptance of a job, I understand that The Staffing Agency will not recognize or pay for any hours worked by me in the absence of an individual time sheet signed by both the client and me.
4. I understand if I walk off a job, do not report to an assignment, do not give a 3 day notice, or forge/falsify information on my timecard, I will be paid minimum wage for the last pay period.
5. I understand I am to abide by the policies of the company to which I am assigned to work. This includes, but is not limited to attendance, breaks, insubordination and safety policies.
6. I understand that The Staffing Agency is my employer and not the companies to which I am assigned to work.
7. I understand it is my responsibility to notify The Staffing Agency within 24 hours of my assignment ending.
8. I understand that if I refuse an offer of suitable work, my file will be placed in inactive and I have voluntarily quit.
9. I understand that if I do not return phone messages left by The Staffing Agency at my contact numbers, I have voluntarily quit.

I understand and agree to the Statement above.

Applicant Signature _____

Date _____