



APPLICATION FOR EMPLOYMENT

Today's Date: _____

PERSONAL DATA (please print)

Last Name _____ First _____ Middle _____

Street _____ City _____ State _____ ZIP _____

Telephone # _____ Cell phone # _____

Email Address _____ Social Security # _____ DOB* _____
*Used only for accurate info retrieval

Emergency Contact: Name: _____ Phone # _____ Relationship to you _____

Position applying for _____ Date available for work _____

Please check the shifts and days of the week you are available to work

- Full time Part time 7AM-3PM 3PM-11PM 11PM-7AM 7AM-7PM 7PM-7AM
- Sunday Monday Tuesday Wednesday Thursday Friday Saturday

EDUCATION AND TRAINING

High School _____ City & State _____

Graduation Date _____ or GED Date _____

College/Vocational School (City, State, Zip) _____ Graduation Date _____

Degree completed? Yes No Level and Type _____

License _____ License/Certification # _____ State _____ Exp date _____

License _____ License/Certification # _____ State _____ Exp date _____

Have you ever had your professional license investigated, suspended or revoked in any state? Yes No if yes, please explain

How were you referred to Staff America?

- Online Trade Publication/Newspaper Job Fair/Open House
- Co-Worker Referral (list name of person) _____ Other Referral Source Other _____

MILITARY SERVICE

Branch _____ Dates served: From _____ to _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable please explain

GENERAL INFORMATION

Are you authorized to legally work in the USA? Yes No

You will be required to provide the documentation proving your eligibility to work in the USA should you become employed by Staff America.

Have you ever been convicted of a felony or misdemeanor crime? Yes No

A juvenile conviction, a conviction is contained in a sealed record or has been expunged will not be considered. You will not necessarily be barred from employment if you have a criminal conviction. Due consideration will be given as to the nature of the crime, any rehabilitation you have undergone and the time since its occurrence.

Have you ever been employed by Staff America or any of its subsidiaries? Yes No

If yes, give location(s) and date(s) _____

WORK EXPERIENCE

Beginning with your most recent job, list all of your work experience. Please explain all gaps in employment. Include military experience, summer, part-time jobs and any verifiable work performed on a voluntary basis.

Company name (Present or most recent employer) _____

Employment dates (From Month/Year to Month/Year) _____

Company Address _____ Title _____ Salary _____

Name of supervisor _____ Telephone # _____ Fax # _____

May we contact? _____ Reason for leaving _____

Company name (Present or most recent employer) _____

Employment dates (From Month/Year to Month/Year) _____

Company Address _____ Title _____ Salary _____

Name of supervisor _____ Telephone # _____ Fax # _____

May we contact? _____ Reason for leaving _____

What other certifications, specialized training, work experience, etc, should we be aware of in considering you for employment?

APPLICANT ACKNOWLEDGMENT:

I certify that the information in this application is accurate, current and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination of employment.

I authorize Staff America to investigate my employment history, credentials and to obtain any relevant information (including a criminal background check) needed to make an employment decision. I authorize Staff America to disclose this application along with any information about me obtained through reference checks or during the course of the interview process for state, federal, contractual or accreditation audit purposes. I also authorize Staff America to disclose any of my performance appraisals, disciplinary records or skills tests for the same purposes as above. I release Staff America and any individual or entity providing information to Staff America from all liability for any damages from the disclosure of this information.

I also understand and agree that:

- passing a medical examination and/or participating in a post-conditional offer medical screening may be required. If medical restrictions cannot be reasonably accommodated, I may not be hired, or if hired, employment may be terminated.
- I will be subject to a post-conditional offer drug testing.

I acknowledge that nothing contained in this employment application or in granting of an interview creates an employment contract between Staff America and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be terminable "at will", that I will have the right to terminate my employment at any time, and that Staff America will retain a similar right to terminate my employment at any time.

I acknowledge that should I become employed by Staff America, my work assignments, schedules and/or work locations are subject to change according to the needs of the business and the clients of Staff America.

Applicant's Signature: _____ Date: _____

(This application will not be considered complete without the applicant's signature)

Pursuant to Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.) and 45 C.F.R Part 80. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and 45 C.F.R. Part 84, and the Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.) and 45 CF.R Part 91, the agency adheres to an equal opportunity policy for all persons seeking admission as clients or seeking employment, and for all persons employed by the agency

The agency does not discriminate because of age, race, color, religion, military status, marital status, gender preference, sex, national origin or disability.

