

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

# Application for Employment



AMERICAN STAFFCORP

Last Name

## Personal Information:

Birth date: \_\_\_\_/\_\_\_\_/0000 (do not include year)

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_  
(Job offers and other important information are often submitted via e-mail)

What position are you applying for: \_\_\_\_\_

Are you interested in a specific company? If so, please specify: \_\_\_\_\_

Are you responding to a specific advertisement? If so, please specify: \_\_\_\_\_

## General Information

Have you ever filled out an application with American StaffCorp? \_\_\_\_\_ Y \_\_\_\_\_ N

Have you ever worked for American StaffCorp? \_\_\_\_\_ Y \_\_\_\_\_ N

If so, where & when: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Y \_\_\_\_\_ N

If so, may we contact your current employer? \_\_\_\_\_ Y \_\_\_\_\_ N

Do you understand that you may be required to take a pre-employment drug screen? \_\_\_\_\_ Y \_\_\_\_\_ N

How were you referred to American StaffCorp? \_\_\_\_\_

First Name

## Availability

What date are you available to start work? \_\_\_\_\_

Minimum pay/salary range: \_\_\_\_\_

If currently employed, how much notice will you give your current employer? \_\_\_\_\_

Do you have reliable transportation to work everyday? \_\_\_\_\_ Y \_\_\_\_\_ N

## Desired Employment

Check all that you are available for

Shifts:

- \_\_\_\_\_ 1st \_\_\_\_\_ Temporary
- \_\_\_\_\_ 2nd \_\_\_\_\_ Temp to Hire
- \_\_\_\_\_ 3rd \_\_\_\_\_ Direct Hire Only
- \_\_\_\_\_ Weekend \_\_\_\_\_ Other
- \_\_\_\_\_ Part Time \_\_\_\_\_ Any
- \_\_\_\_\_ Full Time
- \_\_\_\_\_ Overtime

## Education

	Name of Institution	Main course of study/ Major	Years Completed/ Dates Attended	Diploma or Degree
High School				
Undergraduate College				
Graduate College/ Graduate Professional				
Tech/Trade/Other				

## Employment History

**Please Read:** Please go back at least 10 years or to the beginning of your employment history.

**PLEASE FILL OUT COMPLETELY EVEN IF YOU HAVE A RESUME. THIS INFORMATION GOES INTO OUR AUTOMATED SEARCH AND RETREIVAL SYSTEM. FAILURE TO COMPLETE THIS APPLICATION WILL LIMIT OUR ABILITY TO HELP YOU FIND EMPLOYMENT.**

Company Name/ Location	Phone Number	Supervisors Name	Job Title/ Duties	From Mo/Yr	To Mo/Yr	Reason for Leaving	Pay Rate

I certify that the information provided on this application and in connection with this application is true and complete to the best of my knowledge. I understand that any falsification or omission is grounds for American StaffCorp to refuse me employment, or if employed to terminate me from employment.

I hereby authorize American StaffCorp to check my background in accordance with the Applicant Authorization and Disclosure form. I agree that no persons, companies, or organizations shall be liable for any information to be communicated to American StaffCorp in connection with the background checking process or for information and references requested by, and provided to, subsequent employers.

American StaffCorp's Workplace Drug and Alcohol Testing Policy and Program strictly prohibits the possession, distribution, dispensation, or use of alcohol, inhalants, drugs, or controlled substances (except by doctor's prescription and proper notice to American StaffCorp) while on the premises of American StaffCorp or the premises of any ASC client to which an American StaffCorp employee is assigned to work. I acknowledge that I have been furnished a copy of the Workplace Drug and Alcohol Testing Policy and Program and have signed the related Pre-Employment Consent and Release.

I understand that all employees of American StaffCorp are employees at will and, as such are free to resign at any time. American StaffCorp likewise retains the right to terminate my employment at any time with or without reason or notice.

I understand that all job assignments are based solely upon qualifications and without regard to age, race, color, religion, sex, national origin, disability or veteran's status.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date