

WELCOME TO STAFFPRO AMERICA, INC.

Last Name:		First Name:		M.I.:	SS#:
Street:			City:	State:	Zip:
Home Phone:		Cell Phone:		Email Address:	
Voice Mail	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Caller ID:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Emergency Contact Name:			Phone:	Relationship:	

Company:		<input type="checkbox"/> Check if approved for reference checking	
Address:		Phone:	
		Supervisor:	
Date Started:	Date Ended:	Salary \$	Per
Nature of Business:			
Job Responsibilities:		Position (s) Held:	
Reason for Leaving:			

Company:		<input type="checkbox"/> Check if approved for reference checking	
Address:		Phone:	
		Supervisor:	
Date Started:	Date Ended:	Salary \$	Per
Nature of Business:			
Job Responsibilities:		Position (s) Held:	
Reason for Leaving:			

Company:		<input type="checkbox"/> Check if approved for reference checking	
Address:		Phone:	
		Supervisor:	
Date Started:	Date Ended:	Salary \$	Per
Nature of Business:			
Job Responsibilities:		Position (s) Held:	
Reason for Leaving:			

I hereby give STAFFPRO AMERICA, INCORPORATED, and / or its agents authorization to conduct reference checks of my past employment and/or educational experience with the knowledge, and understanding that I have no right to see any reference information obtained. Also, I authorize any third parties to furnish such information to StaffPro America with the understanding that said parties are released and held harmless from any liability for furnishing such information. I further understand this reference checking procedure to be a normal part of StaffPro America's application process.

SIGNATURE: _____ PRINT NAME: _____

DATE: _____ S.S.# _____

NAME

CLASSIFICATION

RANGE

YEAR

NAME OF COLLEGE (IF APPLICABLE)

GRADE COMPLETED: (HIGH SCHOOL) 9 10 11 12			(COLLEGE) 1 2 3 4 5 6			DEGREE:
BUSINESS SCHOOL:		LOCATION:		CERTIFICATE:		DIPLOMA:
OTHER SCHOOLING OR TRAINING:						

MILITARY SERVICE:

BRANCH:		RESERVE OR NATIONAL GUARD OBLIGATION:				
FROM:	TO:	RANK:	ACTIVE: <input type="checkbox"/>	INACTIVE: <input type="checkbox"/>	NONE: <input type="checkbox"/>	

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

WHAT YEAR _____ FOR WHAT? _____

I HEREBY AUTHORIZE THIS COMPANY, AND ALSO AUTHORIZE AND REQUEST ANY CURRENT OR FORMER EMPLOYER, SCHOOL, FIRM, CORPORATION, OR GOVERNMENT AGENCY TO ANSWER ANY AND ALL QUESTIONS AND TO RELEASE OR PROVIDE ANY INFORMATION WITHIN THEIR KNOWLEDGE OR RECORDS AND I AGREE TO HOLD ANY OR ALL OF THEM BLAMELESS AND FREE OF LIABILITY FOR RELEASING ANY TRUTHFUL INFORMATION THAT IS WITHIN THEIR KNOWLEDGE OR RECORDS. IF EMPLOYED, I AGREE THAT IF ANY TIME I SHOULD MAKE CLAIMS AGAINST THE COMPANY FOR PERSONAL INJURIES, UPON WRITTEN REQUEST, I WILL SUBMIT MYSELF TO EXAMINATION BY A PHYSICIAN OR PHYSICIANS OF THE COMPANY'S SELECTION AS OFTEN AS MAY BE REASONABLY REQUESTED.

SHOULD I BE GIVEN EMPLOYMENT BY YOU AND ASSIGNED TO A TEMPORARY ASSIGNMENT IN EITHER THE POSITION APPLIED FOR, OR SOME OTHER, NOW OR HEREAFTER, I AGREE THAT SUCH EMPLOYMENT MAY BE TERMINATED BY YOU AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITHOUT LIABILITY TO ME FOR WAGES OR SALARY, EXCEPT SUCH AS I MAY HAVE EARNED TO THE DATE OF SUCH TERMINATION. THIS PROVISION CANNOT BE CHANGED EXCEPT IN A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY ME AND AN AUTHORIZED COMPANY REPRESENTATIVE.

IN COMPLIANCE WITH THE IMMIGRATION LAW, I UNDERSTAND THAT IF I AM OFFERED EMPLOYMENT BY THE COMPANY, I WILL NEED TO PRODUCE DOCUMENTS REQUIRED BY LAW WHICH ESTABLISHES MY IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES.

I AGREE THAT STAFFPRO AMERICA, INC. IS MY EMPLOYER. I FURTHER AGREE IT IS MY RESPONSIBILITY TO CALL STAFFPRO AMERICA, INC. WHEN AVAILABLE FOR WORK, TO NOTIFY THEM OF ANY CHANGE IN MY WORK STATUS AND TO CALL THEM WITH THE COMPLETION OF EACH WORK ASSIGNMENT. I AGREE THAT MY FAILURE TO NOTIFY THEM IN EACH INSTANCE WILL CONSTITUTE A VOLUNTARY QUIT OF THEIR EMPLOY. I ACKNOWLEDGE RECEIPT OF AND AGREE TO ADHERE TO THE TERMS OF THIS POLICY.

_____ APPLICANT SIGNATURE	_____ DATE	_____ SERVICE REPRESENTATIVE	_____ DATE
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PUT A "✓" ON THE LINE NEXT TO ALL CLASSIFICATIONS YOU HAVE ON THE JOB EXPERIENCE WITH. PUT A "X" NEXT TO ALL AREAS YOU ARE TRAINED IN BUT HAVE NOT HAD EXPERIENCE.

Software	___ Raiser's Edge (similar)	Data Entry/Typing	___ Telemarketing
___ Apple/Macintosh	___ Crystal Reports	___ Numeric	___ Merchandising
___ IBM Compatible	Desktop Publishing	___ Alpha/Numeric	Miscellaneous
___ Mainframe	___ Adobe InDesign	___ Reverse Keyboard	___ Automotive
___ DOS	___ Adobe Photoshop	___ Dictaphone	___ Bank Proof Operator
___ AS400	___ Adobe PageMaker	Accounting	___ Bank Teller
___ Dbase	___ Adobe Illustrator	___ Accountant	___ Buyer
___ Windows	___ Other _____	___ Acct. Clerk	___ Cashier
___ Outlook		___ Bookkeeper	___ Editor
___ Word		___ Auditor	___ Expediter
___ Works		___ Billing Clerk	___ Logistics
___ Excel	Administrative	___ Calculator	___ Purchasing
___ PowerPoint	___ Executive	___ Medical Billing	___ Graphic Design
___ Access	___ General	___ Payables	___ Office Manager
___ Publisher	___ Legal	___ Payroll Clerk	___ Coordinator
___ Project	___ Medical	___ Receivables	___ Cust. Service
___ Lotus Notes	___ Transcription	___ Collections	___ Proofreader
___ Lotus 1.2.3	___ Shorthand	Marketing	___ Receptionist
___ GroupWise	___ Dictation	___ Interviewer	___ Switchboard
___ Word Perfect	___ Domestic Travel Arrange.	___ Inside Sales	
___ Corel	___ International Travel Arr.	___ Outside Sales	