

***Date**

EMERSON PERSONNEL APPLICATION

Last Name		First		Middle	Assignment Preferences (check all that apply) <input type="checkbox"/> Short Term <input type="checkbox"/> Temp <input type="checkbox"/> Long Term <input type="checkbox"/> Perm	How did you hear of Emerson Personnel? <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> Recruited <input type="checkbox"/> Website <input type="checkbox"/> Prior Applicant <input type="checkbox"/> Job Fair <input type="checkbox"/> Yellow Pgs <input type="checkbox"/> Prior Client <input type="checkbox"/> Career Builders Ad <input type="checkbox"/> Referred by _____	
Address							
Address II					Shifts Available <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd		
City		State	Zip		Days Available <input type="checkbox"/> Mon <input type="checkbox"/> Fri <input type="checkbox"/> Tues <input type="checkbox"/> Sat <input type="checkbox"/> Wed <input type="checkbox"/> Sun <input type="checkbox"/> Thurs		
Home Phone		Work Direct Line			Are you available for same day assignments? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Cell		Email			Are you available for Overtime? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Can you, after employment, submit verification of your legal right to work in this country? <input type="checkbox"/> NO <input type="checkbox"/> YES					Licensed Driver? <input type="checkbox"/> No <input type="checkbox"/> Yes Car available for work? <input type="checkbox"/> No <input type="checkbox"/> Yes		
					Foreign Languages Skills <input type="checkbox"/> No <input type="checkbox"/> Yes		
					<input type="checkbox"/> , <input type="checkbox"/>		

WORK EXPERIENCE

***Complete even if you are attaching a resume. Please start with your current employer.

Dates	Employer Name/Address	Position	Salary	Duties	Reason for leaving

EDUCATION

College or Bus. School	Dates Attended	Degree Earned
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RECRUITER'S NOTES (leave blank)

SOFTWARE SKILLS <input type="checkbox"/> Data Entry <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Lotus Notes <input type="checkbox"/> MS Access 2007 <input type="checkbox"/> MS Word 2007 <input type="checkbox"/> MS Outlook 2007 <input type="checkbox"/> MS Access 2010 <input type="checkbox"/> MS Word 2010 <input type="checkbox"/> MS Outlook 2010 <input type="checkbox"/> MS Excel 2007 <input type="checkbox"/> MS PowerPoint 2007 <input type="checkbox"/> Peachtree <input type="checkbox"/> MS Excel 2010 <input type="checkbox"/> MS PowerPoint 2010 <input type="checkbox"/> QuickBooks	Date of last raise?
What is your timetable for change? Why?	How long have you been considering making a job change? What have you done so far?
What are your career goals?	List 3 business references
What position from previous employment did you like best? Why?	What position from previous employment did you like least? Why?
Where have you interviewed so far?	
If you are currently working, please describe a typical day in your position, from the moment of arrival until you leave. (Please list all the responsibilities you could assume in the course of a week.)	
<p>I hereby declare that all statements contained in this application are true and correct and understand that false or inaccurate information in the application will be the basis for termination. I hereby authorize this company to investigate my background and verify this information. I understand that if employed, my employment will not be for any fixed period of time and may be terminated by the company at any time. I also authorize this company to release the information contained herein and its findings and work history of my employment to other firms or persons upon request.</p> <p style="text-align: center;"> Date _____ Signature of Applicant _____ </p>	

PREVIOUS TEMPORARY STAFFING EXPERIENCE

(Please complete if you have had any previous experience at other Temporary or Staffing Agencies)

Name of TEMPORARY AGENCY	Name of COMPANY ASSIGNED TO WORK	Company's CITY & STATE	Company's SUPERVISOR and/or DEPARTMENT	DATES WORKED	PAY RATE	POSITION and/or TYPE OF WORK

Thank you and welcome to Emerson Personnel!