



THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER YOUR STATUS AS AN AT-WILL EMPLOYEE.

Tell Us About Yourself

SSN: _____
 Last Name: _____ First Name: _____ Middle Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone 1: _____ Phone 2: _____ Phone 3: _____
 Email: _____
 Emergency Contact Name: _____ Emergency Contact Number: _____
 Position Applied For: _____
 Date Available: _____ Date Availability Ends: _____
 Minimum Pay: _____ Referred By: _____
 Military: _____
 Do you have reliable transportation? Yes No
 Have you ever been convicted of a misdemeanor or felony? No Yes - If yes, list date(s), offense(s), and location(s) in
 Comments: _____

When and Where Are You Available?

<input type="radio"/> 1 st Shift	<input type="radio"/> 2 nd Shift	<input type="radio"/> 3 rd Shift	<input type="radio"/> Rotating Shift
<input type="radio"/> Monday	<input type="radio"/> Tuesday	<input type="radio"/> Wednesday	<input type="radio"/> Thursday
<input type="radio"/> Friday	<input type="radio"/> Saturday	<input type="radio"/> Sunday	
<input type="radio"/> Same Day	<input type="radio"/> Long Term	<input type="radio"/> Temp-to-Hire	<input type="radio"/> Direct Hire
<input type="radio"/> Part Time	<input type="radio"/> Full Time		

Employment History (start with most recent)

Employer: _____
 From: _____ To: _____ Length: _____
 Address: _____
 Phone: _____
 Position: _____
 Supervisor: _____
 Pay: _____
 Reason: _____
 Contact: Yes No, Why? _____

Employer: _____
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Employer: _____
 From: _____ To: _____ Length: _____
 Address: _____
 Phone: _____
 Position: _____
 Supervisor: _____
 Pay: _____
 Reason: _____
 Contact: Yes No, Why? _____

Administrative Skills

<input type="radio"/> 10 Key	<input type="radio"/> Accounts Payable	<input type="radio"/> Accounts Receivable	<input type="radio"/> Billing/Collections
<input type="radio"/> Bookkeeping	<input type="radio"/> Coding	<input type="radio"/> Customer Service	<input type="radio"/> Data Entry
<input type="radio"/> Fax Machine	<input type="radio"/> Filing	<input type="radio"/> Languages	<input type="radio"/> Macintosh
<input type="radio"/> MS Access	<input type="radio"/> MS Excel	<input type="radio"/> MS PowerPoint	<input type="radio"/> MS Word
<input type="radio"/> Payroll	<input type="radio"/> PC	<input type="radio"/> Postage Machine	<input type="radio"/> Receptionist/Multi-Line Phones
<input type="radio"/> Stenographer	<input type="radio"/> Taxes	<input type="radio"/> Telemarketing	<input type="radio"/> Transcribing

Industrial Skills

Professional Skills

<input type="radio"/> Building Repair	<input type="radio"/> Machine Operator	<input type="radio"/> Accountant	<input type="radio"/> Entertainment
<input type="radio"/> Casual Labor	<input type="radio"/> Mechanic	<input type="radio"/> Accounting Clerk	<input type="radio"/> Financing
<input type="radio"/> Computer Skills	<input type="radio"/> Mechanical Assembly	<input type="radio"/> Accounting Manager	<input type="radio"/> Graphic Design
<input type="radio"/> Drill	<input type="radio"/> Quality Control	<input type="radio"/> Auditor	<input type="radio"/> Human Resources
<input type="radio"/> Electrician	<input type="radio"/> Shipping/Receiving	<input type="radio"/> Chief Financial Officer	<input type="radio"/> IT
<input type="radio"/> Forklift	<input type="radio"/> Welder	<input type="radio"/> Chief Operating Officer	<input type="radio"/> Management (Diversity, etc.)
<input type="radio"/> Hotel Cleaning	<input type="radio"/>	<input type="radio"/> CPA	<input type="radio"/> Nursing
<input type="radio"/> HVAC	<input type="radio"/>	<input type="radio"/> Engineering-Electrical	<input type="radio"/> Pharmacist
<input type="radio"/> Janitorial	<input type="radio"/>	<input type="radio"/> Engineering-Environ.	<input type="radio"/> Property Management
<input type="radio"/> Landscaping	<input type="radio"/>	<input type="radio"/> Engineering-Industrial	<input type="radio"/> Web Design
<input type="radio"/> Load/Unload	<input type="radio"/>	<input type="radio"/> Engineering-Mechanical	<input type="radio"/> Vice President

Education

School Name	City	Graduated?	Degree/Major
High School		Yes No	
College		Yes No	
Post Graduate		Yes No	
Business/Trade		Yes No	
Other		Yes No	

Comments (i.e. Foreign Languages, Special Trade, Licenses, etc.)

PLEASE READ CAREFULLY.

I hereby certify that all the information I have supplied in this application is true and complete to the best of my knowledge. I understand that this is not a guarantee of employment, that all information is subject to verification, and that any misrepresentation or omission may be grounds for disqualification or termination. I also understand that as a condition of employment, I may be required to submit to a drug test, background check, and/or credit check. I agree to work the schedule set forth for any assignment I accept. If I am unable to work the assigned schedule, I agree to notify Genesis Professional Staffing at least two (2) business days in advance. Failure to do so will result in all hours worked for that week being paid at the current minimum wage rate.

Signature: _____

Date: _____