

# Employment Application



(Print neatly. Applications that cannot be read will be rejected.)

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_

First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long Here \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Can this number receive text messages?  Yes  No

Alternate Phone (\_\_\_\_\_) \_\_\_\_\_ Can this number receive text messages?  Yes  No

Do you agree to receive text messages at the above numbers regarding job openings and job status?  Yes  No

E-Mail Address \_\_\_\_\_

Who referred you to Aspire Staffing \_\_\_\_\_

Is there a specific company you are interested in \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

## Employment History

Dates	Last or Present Employer		Next to Last Employer		Next Employer	
	From	To	From	To	From	To
Company						
Supervisor						
Duties						
Salary/Hour						
City & State						
Phone						
Reason Left						

## Work Skills

### Carpenter

- Dry Wall
- Framer
- Scaffold
- Trim

### Forklift

- Cherry Picker
- Electric Pallet Jack
- Sit Down
- Stand-Up

### General Warehouse

- Assembly
- Construction
- Laborer
- Manufacturing
- Packaging/Production
- Stocker/Merchandiser

### Housekeeping

- Floor Care
- General
- Janitorial

### Machinist

- Mold Injection
- Mold Setter
- Overhead Crane
- Punch Press
- Stamping

### Maintenance

- Commercial
- Industrial
- Mechanical

### Meat Processor

- Cut & Trim
- Grinder
- Smokehouse
- Quality Assurance

### Office

- Administration
- Customer Service
- General Clerical
- Human Resources
- Secretarial
- Supervisor

### Quality Control

- Auditor
- Coordinator
- Inspector

### Sheet Metal

- Assembly
- Bender
- Fabricator
- Mechanic
- Riveter

### Shipping/Receiving

- Loading
- Manual
- Palletizing
- Receiving Entries
- Unloading Bulk

### Welding (School Exp Not Relevant)

- Fitter
- Flux Core
- MIG How many years? \_\_\_\_\_
- Stick Rod
- TIG How many years? \_\_\_\_\_

## Certification and Acknowledgments

I understand that Aspire Staffing prohibits use of illegal drugs. I have agreed to provide urine, blood, hair or saliva specimen (as permitted by law) to be tested for the presence of drugs, alcohol or prescription medication taken without prescription. I understand and agree that such a test may take place prior to and/or during my employment, as a condition of assignment to certain job positions, or if there is any reasonable suspicion of any drug or alcohol use. **I understand that company policy requires a drug and alcohol test after any on-job accident or injury.**

I hereby authorize and give full permission to all such tests and acknowledge my understating that a positive drug test or refusal to submit to a required drug test means I will not be hired and is grounds for dismissal if I am already employed by Aspire Staffing. I agree to hold harmless, meaning I will not sue or hold responsible Aspire Staffing or its agents, clients or any clinic, individual or test product manufacturer that may conduct or provide a drug or alcohol test from any and all alleged harm of claims resulting from such a test, even if in error, and from any action taken on the basis of test results, including refusal, withdrawal or termination of a job offer or position.

I hereby authorize Aspire Staffing and their designated agents and representative to conduct a comprehensive review of my background and generate an investigative consumer report to aid in consideration of my employment or assignment application. I understand that the scope of the investigative consumer report may include, but is not limited to the following: Verification of Social Security Number, **Criminal records search in any court or agency in any or all district, state or county jurisdictions, Verification of employment history, Verification of birth records, Check of motor vehicle records, including registration and traffic citations**

I further authorize any individual, company, firm, corporation or public agency (including the SSA and any law enforcement agencies) to divulge all information, verbal or written, pertaining to me and Aspire Staffing or their agents. I further authorize the complete release of any records or data pertaining to me, which the individual, company, firm, corporation or public agency may have, including information or data that may have been received from other sources. I hereby release the Social Security Administration, Aspire Staffing, and their agents, officials, representative or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with these authorization and request to release.

**Certification of Information** – I understand that I am applying for employment with Aspire Staffing. By signing below, I declare that the information I provide in the application process is complete, true and correct to the best of my knowledge. I understand and agree that any false information, omission or misrepresentation, whether discovered before or after a job offer, can result in rejection of my application or termination of my employment.

**Equal Opportunity** – Aspire Staffing is an Equal Employment Opportunity company. All qualified applicants will receive consideration without regard to gender, marital status, race, color, age, creed, religion, national origin, veteran status, disability or any statutorily protected class or characteristic.

**Purpose of Application.** I understand that this application form is for use in evaluating my qualifications for employment; it is not an offer or a promise of employment. A background investigation, interview, various tests and reviews may be required before any final determination of my suitability for employment is made. All employment at Aspire Staffing is “at will” and is not for any fixed time. If employed, my employment may be terminated by me or by Aspire Staffing at any time, with or without cause. I understand that approval of my application means only that I am eligible to be employed based on the needs and job openings of a staffing service customer. When suitable work becomes available, Aspire Staffing will contact me.

**Drug Test and Background Investigation** – I agree to submit to a drug test when requested (including a request by a staffing service customer) or as required by Aspire Staffing policy. I agree to sign any document Aspire Staffing may consider necessary to confirm my consent to drug testing and to release all parties involved in drug testing from any claim or liability arising out of the test or test results. I hereby authorize Aspire Staffing to investigate and make inquiries about my background, including criminal records, and to verify any statement I make during the application process. I will sign any document Aspire Staffing considers necessary to confirm my consent to such an investigation and to release all parties who gather or provide information from any claim or liability. Criminal convictions will not necessarily disqualify an applicant for employment with Aspire Staffing. We consider the number and nature of offense, when it occurred, present legal status and recent history, among other factors. Our clients have different policies with which we must comply. It is necessary for us to obtain the following information to determine your qualification for available job opportunities.

**Release of Information** – I hereby authorize Aspire Staffing to disclose information on my background and work history, including copies of this Application and any investigation or reference reports to representatives of client companies where I may be considered for employment. I hereby release Aspire Staffing and any persons, employers, companies, agencies and authorities that verify or provide information on my background from any liability for any damage whatsoever for disclosing or issuing any such information.

**Assignments** – I understand and agree that I may be expected to work in a variety of job assignments in various locations, as they become available, I agree to accept assignments for which I am qualified in any area where I have indicated (on this form or a Pre-Application form) a willingness to work. I specifically understand that if I fail to report for a work assignment without notifying the Aspire Staffing office where I am applying in advance, or if I fail to report to that Aspire Staffing office at the end of a completed work assignment, that I am voluntarily quitting and terminating my employment with Aspire Staffing. All assignments with Aspire Staffing require a new hire orientation, regardless if you have worked for us in the past. Failure to show up at our office for this orientation will make you ineligible for rehire. This is the same as failing to show up at a job site.

I am voluntarily signing below to acknowledge that I have read and fully understand the Certification and Acknowledgments above. I have had the opportunity to ask questions before signing, and all explanations have been in language I understand.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Social Security Number \_\_\_\_\_