



## EMPLOYMENT APPLICATION

RightStaff is an equal opportunity Employer. We provide employment opportunities to all qualified candidates without regard to age, sex, religion, race, color, national origin, disability or status as a Veteran. Qualified candidates for employment are those that meet the requirements specified and can perform the essential functions of the job for which application is made.

Today's Date \_\_\_\_\_ Date Available to Start Work \_\_\_\_\_

Social Security Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

First Name \_\_\_\_\_ NICKNAME \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Alternate Phone/Pager \_\_\_\_\_

In case of emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

**Employment preferences**    Temp Only    Temp to hire    Direct Hire      **SHIFT:**    1st    2nd    3rd

**Training or Experience (check all that apply)**

- |  |   |  |   |                                       |                                       |
|--|---|--|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Aerospace     | <input type="checkbox"/> Airframe license | <input type="checkbox"/> Avionics          | <input type="checkbox"/> Powerplant license | <input type="checkbox"/> Shop Painter | <input type="checkbox"/> Mechanic     |
| <input type="checkbox"/> Accounting    | <input type="checkbox"/> Administrative   | <input type="checkbox"/> Customer Service  | <input type="checkbox"/> Engineering        | <input type="checkbox"/> Drafting     | <input type="checkbox"/> Sales-Inside |
| <input type="checkbox"/> Sales-Outside | <input type="checkbox"/> Shop/Assembly    | <input type="checkbox"/> Shipping/Forklift | <input type="checkbox"/> Warehouse          | <input type="checkbox"/> Welding      | <input type="checkbox"/> Machinist    |

**Smoking preferences**    Flexible    Non-smoking ONLY    Smoking

How did you hear about RightStaff? \_\_\_\_\_ Minimum Hourly Wage \_\_\_\_\_

Have you ever worked for another staffing service before?    Yes    No      **RESUME**    Yes    No

Staffing Service Name / City	Employment Dates	Companies you were placed

Are you 18 years of age or older?    Yes    No

Have you ever been charged with any criminal offense *other than minor traffic violations*?    Yes    No

If Yes, please explain fully \_\_\_\_\_

**Note: Answering "Yes" to the above question does not constitute an automatic employment disqualification.**

### EDUCATIONAL BACKGROUND

	High School	College	Grad. School	Vo-Tech
<b>Name of school</b>				
<b>City/State</b>				
<b>Major</b>				
<b>Highest Grade Completed</b>				
<b>Circle all that apply</b>	Diploma   GED	Diploma	Diploma	Certificate

List additional classes or training: \_\_\_\_\_

For Office Use				
TYPING _____	10-KEY _____	DE AN _____	DE N _____	FILING _____
03	07	10	WORD _____	EXCEL _____
MATH _____	MAINTENANCE _____	OTHER _____	PP _____	

**EMPLOYMENT APPLICATION**  
**WORK HISTORY**

<b><u>Dates Employed:</u></b>	Company Name _____
From: _____	Address _____
To: _____	Hourly rate/Start _____ Hourly rate/End _____ Position _____
	Supervisor _____ Reason for leaving _____
	Duties _____
<b><u>Dates Employed:</u></b>	Company Name _____
From: _____	Address _____
To: _____	Hourly rate/Start _____ Hourly rate/End _____ Position _____
	Supervisor _____ Reason for Leaving _____
	Duties _____
<b><u>Dates Employed:</u></b>	Company Name _____
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	Duties _____
<b><u>Dates Employed:</u></b>	Company Name _____
From: _____	Address _____
To: _____	Hourly rate/Start _____ Hourly rate/End _____ Position _____
	Supervisor _____ Reason for leaving _____
	Duties _____

Are you currently working? \_\_\_\_\_ May we contact current employer? \_\_\_\_\_

*Please explain any gaps in employment history.*

**EMPLOYEE ACKNOWLEDGMENT**

I state that all information provided is accurate and may be verified by you. I agree that I may be discharged if RightStaff at any time learns of falsification or material omission in the information provided on this application form and related documents. RightStaff may contact my former employer in connection with consideration of my employment with them. All references are hereby authorized to release all information which they may have relevant to my employment with them. I agree to release said persons, institutions, its affiliates, and RightStaff from any liability that might be claimed because of information provided by such references. I agree that have read and understand RightStaff's policies, rules, procedures, and all other guidelines pertaining to my employment. I agree that I will abide by the policies, rules procedures and guidelines and I understand that RightStaff reserves the right to add, change, and/or delete any policies, procedures, work rules and/or guidelines at any time. I understand that employment with RightStaff is at-will and the employment relationship may be terminated at any time by either party, with or without cause, for any reason not expressly prohibited by law.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you for showing an interest in pursuing a career with RightStaff!***

**For Office Use Only**

**Comments:** Paper SD Any shift

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