

# AUE STAFFING, INC.

# EMPLOYMENT APPLICATION

LAST NAME		FIRST NAME			M.I.	SURNAME	NICKNAME	SOCIAL SECURITY NO
ADDRESS		CITY	STATE	ZIP	HOME TELEPHONE		ALT TELEPHONE	CELL PHONE
EMAIL ADDRESS		OK TO TEXT? <input type="checkbox"/> YES <input type="checkbox"/> NO		CELL PHONE PROVIDER (IF KNOWN)			DO YOU HAVE LEGAL WORK STATUS TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF EMERGENCY CONTACT		RELATIONSHIP	TELEPHONE		HOW DID YOU HEAR ABOUT US?		HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
POSITION(S) APPLYING FOR		DATE AVAILABLE TO WORK		MINIMUM RATE PER HOUR \$ _____ / HR			WOULD LIKE TO WORK <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	<input type="checkbox"/> I AM OVER 18 YEARS OLD
DAYS AVAILABLE TO WORK <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		SHIFT <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	PREF <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	HOURS AVAILABLE TO WORK FROM: <input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> HAVE RELIABLE TRANSPORTATION <input type="checkbox"/> WILL ACCEPT SAME DAY ASSIGNMENT <input type="checkbox"/> AVAILABLE LONG TERM ASSIGNMENT		<input type="checkbox"/> TEMP TO HIRE OK <input type="checkbox"/> DIRECT HIRE OK <input type="checkbox"/> RESUME ATTACHED

PREVIOUS EMPLOYMENT	NAME OF EMPLOYER	PHONE & ADDRESS	SUPERVISOR	DOES COMPANY USE TEMP WORKERS	PAY / HOUR	POSITION	REASON FOR LEAVING
MO/YR	MO/YR			<input type="checkbox"/> YES <input type="checkbox"/> NO			
				<input type="checkbox"/> YES <input type="checkbox"/> NO			
				<input type="checkbox"/> YES <input type="checkbox"/> NO			

HAVE YOU EVER WORKED FOR A TEMPORARY SERVICE. IF YES, PLEASE LIST LAST POSITION FIRST						
FROM	TO	TEMPORARY AGENCY	COMPANY ASSIGNED	SUPERVISOR	POSITION	PAY RATE

REFERENCES		
NAME	PHONE	YEARS KNOWN

**Certification and Acknowledgement.** I hereby declare that the information I have provided is complete and true to the best of my knowledge. I understand and agree that any false information, omission, or misrepresentation discovered at any time can result in rejection of my application or termination of employment. **Employment Opportunity** AUE Staffing, Inc. is an Equal Opportunity Employer; all qualified applicants will receive consideration without regard to gender, marital status, race, color, age, creed, religion, national origin, veteran status or disability. **Background Investigation** I hereby authorize AUE Staffing, Inc. to investigate my background inclusive of any criminal records. **Drug use and Testing** AUE Staffing, Inc. is a drug free work environment and I understand that I am subject to a drug and/or alcohol test prior to acceptance of a job offer and if there is any reason whatsoever to suspect drug or alcohol use. I understand that company policy requires a drug and alcohol test whenever there is an on the job accident or injury. I hereby authorize and consent to all such tests and acknowledge my understanding that a positive drug tests or refusal to submit to a required drug test will result in my dismissal. I hereby release AUE Staffing, Inc., its clients and any clinic, individual or test product manufacturer that administers or provides such tests from any and all claims arising out of the results of such a tests. **Release of Information** I authorize AUE Staffing, Inc., all former employers, and others given by me as reference to answer all questions and to give any information concerning me. I authorize AUE Staffing, Inc. to disclose the information contained herein and its findings and work history of my employment to other firms or persons upon request.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

NAME \_\_\_\_\_

HIGH SCHOOL NAME	YEARS ATTENDED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	COURSE OF STUDY
HIGHER EDUCATION— College, Trade, Business School			

### INDUSTRIAL SKILLS - Please check all that apply

SKILLED	FACTORY	MAINTENANCE	WAREHOUSE	EQUIPMENT	DRIVER	SUPPLIES AVAIL
<input type="checkbox"/> Carpenter	<input type="checkbox"/> Mech Assembler	<input type="checkbox"/> Building Repair	<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Backhoe	<input type="checkbox"/> License	<input type="checkbox"/> Hard Hat
<input type="checkbox"/> Electrician	<input type="checkbox"/> Elec Assembler	<input type="checkbox"/> Machinery Repair	<input type="checkbox"/> Receiving	<input type="checkbox"/> Bulldozer	<input type="checkbox"/> CDL—A	<input type="checkbox"/> Tools
<input type="checkbox"/> Plumber	<input type="checkbox"/> PC Board Assembler	<input type="checkbox"/> Floor Care	<input type="checkbox"/> Shipping	<input type="checkbox"/> Outside Forklift	<input type="checkbox"/> CDL—B	<input type="checkbox"/> Safety Glasses
<input type="checkbox"/> HVAC	<input type="checkbox"/> Solderer	<input type="checkbox"/> Landscape	<input type="checkbox"/> Load/Unload	<input type="checkbox"/> Crane	<input type="checkbox"/> CDL—C	<input type="checkbox"/> Steel Toe Boots
<input type="checkbox"/> Welder	<input type="checkbox"/> Inspector	<input type="checkbox"/> Lawncare	<input type="checkbox"/> Hand Jack	<input type="checkbox"/> Drill	<input type="checkbox"/> Tractor Trailer	<input type="checkbox"/> Fluorescent Vest
<input type="checkbox"/> Machinist	<input type="checkbox"/> Picker/Packer	<input type="checkbox"/> Hotel Cleaning	<input type="checkbox"/> Forklift	<input type="checkbox"/> Saw	<input type="checkbox"/> Delivery Truck	<input type="checkbox"/> Gloves
<input type="checkbox"/> Demolition	<input type="checkbox"/> Quality Control	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Stand Up	<input type="checkbox"/> Nail Gun	<input type="checkbox"/> Delivery Van	<input type="checkbox"/> _____
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Machine Operator	<input type="checkbox"/> _____	<input type="checkbox"/> Sit Down	<input type="checkbox"/> Jack Hammer	<input type="checkbox"/> Automatic	<input type="checkbox"/> _____
<input type="checkbox"/> Mechanic	<input type="checkbox"/> Production Line	<input type="checkbox"/> _____	<input type="checkbox"/> Cherry Picker	<input type="checkbox"/> _____	<input type="checkbox"/> Clutch	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> Production Cell	<input type="checkbox"/> _____	<input type="checkbox"/> Inventory	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Order Selector	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

### CLERICAL SKILLS - Please check all that apply

ADMIN ASST	RECEPTIONIST	EQUIPMENT	BOOKKEEPING	SOFTWARE
<input type="checkbox"/> General	# in Lines _____	<input type="checkbox"/> Typewriter	<input type="checkbox"/> Full Charge	<input type="checkbox"/> MS Access
<input type="checkbox"/> Medical	# in Ext _____	<input type="checkbox"/> Copier	<input type="checkbox"/> Assistant	<input type="checkbox"/> MS Excel
<input type="checkbox"/> Legal	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Fax	<input type="checkbox"/> Accts Payable	<input type="checkbox"/> MS Outlook
<input type="checkbox"/> Marketing	<input type="checkbox"/> Headphone	<input type="checkbox"/> Postage Meter	<input type="checkbox"/> Accts Receivable	<input type="checkbox"/> MS Powerpoint
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> _____	<input type="checkbox"/> Calculator	<input type="checkbox"/> Collections	<input type="checkbox"/> MS Word
<input type="checkbox"/> Financial	<input type="checkbox"/> _____	<input type="checkbox"/> Projector	<input type="checkbox"/> Payroll	<input type="checkbox"/> Lotus 1-2-3
<b>OFFICE</b>	<input type="checkbox"/> _____	<input type="checkbox"/> Computer	<input type="checkbox"/> Tax Preparation	<input type="checkbox"/> Peachtree Acctg
<input type="checkbox"/> Customer Service	<input type="checkbox"/> _____	<input type="checkbox"/> Email	<input type="checkbox"/> Software	<input type="checkbox"/> Quickbooks
<input type="checkbox"/> Telemarketing—In		<input type="checkbox"/> Internet	<input type="checkbox"/> Manual	<input type="checkbox"/> Windows
<input type="checkbox"/> Telemarketing—Out		<input type="checkbox"/> Scanner	<input type="checkbox"/> Budget Analysis	<input type="checkbox"/> Word Perfect
<input type="checkbox"/> Filing		<input type="checkbox"/> PDA	<input type="checkbox"/> Auditing	<input type="checkbox"/> Web Design
<input type="checkbox"/> Mail Room			<input type="checkbox"/> Invoicing	<input type="checkbox"/> Photo Editing
<input type="checkbox"/> _____				

### OTHER SKILLS - Please check/list all that you have done

FOOD SERVICE	OTHER
<input type="checkbox"/> Server	<input type="checkbox"/> Work in schools with children
<input type="checkbox"/> Bartender	<input type="checkbox"/> School Custodian
<input type="checkbox"/> Cook	<input type="checkbox"/> Bilingual (English/Spanish)
<input type="checkbox"/> Prep cook	<input type="checkbox"/> Ability to lift 50 pounds
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Substitute Teacher
<input type="checkbox"/> School Cafeteria	<input type="checkbox"/> _____
<input type="checkbox"/> Cashier	<input type="checkbox"/> _____
<input type="checkbox"/> Hostess	<input type="checkbox"/> _____
<input type="checkbox"/> Baker	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

I understand this form is for use in evaluating my qualifications for employment and is not an offer or promise of employment. An interview, background investigation, drug test, skills assessment and policy review is required before any final determination of my suitability for employment is made. **I understand** it is my responsibility to notify AUE Staffing, Inc. of my availability on a weekly basis at a minimum or at the end of an assignment. If I do not, I will be considered unavailable for work.

<b>SIGNATURE</b>	PRINTED NAME	SIGNATURE	DATE
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