



Statewide Staffing, Inc.

TEMPORARY PERSONNEL

TODAY'S DATE

EMPLOYMENT APPLICATION
Complete all unshaded areas. Abbreviate as necessary.
Must be completed even if you have a resume.
Please use ballpoint pen only.

OFFICE USE ONLY table with columns: Primary Class, Secondary Class, Min. Hrly, Typing, Steno, WP/PC, Mktg. Rating

Name-Last First-Middle, Address, City, State, Zip, Home Phone, Business Phone, Emergency/Message Phone, Soc. Sec. No., Would you consider working in a non-smoking office?

Are you seeking permanent employment? Are you collecting unemployment benefits? Available for work beginning... Days available: MON TUE WED THUR FRI SAT SUN Hours available... Are you presently a student... Have you ever been bonded... Have you ever been convicted of a crime? I will usually travel to work by...

Why do you wish to work temporary? New skills I would like to obtain: Typing Word Processing/PC Steno Increase my earnings capacity... I want more career / job opportunities open to me I want opportunity for growth in the future

Public transportation convenient to me (list): In emergency, notify: Name Address Phone Have you worked for other temporary services? Where sent? How did you hear of Statewide Staffing Temporary? Newspaper Ad (Name) Radio/TV Referral Yellow Pages Other

FOR OFFICE USE ONLY RECORD OF ASSIGNMENTS

Table with columns: CLIENT, DEPT., CONTACT, CLIENT PHONE, TEMP EXT, JOB TITLE, ORDER #, PAR, BAR, STRT, EST. FIN., ACT. FIN., PERFORM CHK.

OFFICE USE ONLY

Typing:	Filing:	IM	VS
Steno:	Spelling:	AT	PERS.
WP/PC:	Gen Ap:	Remarks	
Math:	Proofrd:		
Stat Typing:	Trans:		
Handwr:	Productn:	Intvr	

APPLICANT COMPLETE EMPLOYMENT AND EDUCATION RECORD

Most Recent First	Company Name Address	Name of Supv. Telephone	Type of Co. Position	Salary Start Salary End	Reason for Leaving	REFER CHECK
From						
To						
From						
To						
From						
To						
	Address	From	To	Grad/Degree	Avg.	Major
High School						
College						
Graduate School						
Special School						

APPLICANT - CHECK BOXES INDICATING YOUR SKILLS AND EXPERIENCE

<p>OFFICE</p> <input type="checkbox"/> Typing/Electric _____ (Models) <input type="checkbox"/> Memory Typewriter _____ (Systems) <input type="checkbox"/> Statistical Typing <input type="checkbox"/> Dict. Eqpmt. <input type="checkbox"/> Gregg <input type="checkbox"/> Pitman <input type="checkbox"/> Medical Steno <input type="checkbox"/> Legal Steno <input type="checkbox"/> FLH <input type="checkbox"/> Spdwrtg. <input type="checkbox"/> Reception <input type="checkbox"/> Switchbd. Model(s) _____ _____ <input type="checkbox"/> Filing <input type="checkbox"/> Collating <input type="checkbox"/> Photocopying	<p>WORD PROCESSING</p> <input type="checkbox"/> Systems(s) _____ _____ Do you know merge func- tions? <input type="checkbox"/> Y <input type="checkbox"/> N <p align="center">PERSONAL COMPUTERS</p> <input type="checkbox"/> Software: _____ <input type="checkbox"/> Hardware: _____ <p align="center">EDP</p> <input type="checkbox"/> CRT Keyboarding _____ (Models) <input type="checkbox"/> Keypunch/No. _____ <input type="checkbox"/> Programming	<p>BKKG/ACCTG</p> <input type="checkbox"/> A/R <input type="checkbox"/> A/P <input type="checkbox"/> Full Charge <input type="checkbox"/> Genl. Ledger <input type="checkbox"/> Payroll <input type="checkbox"/> Taxes <input type="checkbox"/> Bank Recs <input type="checkbox"/> Computer Sys. <input type="checkbox"/> Manual Sys. <input type="checkbox"/> Credit/Coll <input type="checkbox"/> Figure Clerk <input type="checkbox"/> Other _____ <p align="center">FOR. LANGUAGE(S)</p> _____ _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Translate <input type="checkbox"/> Typing <input type="checkbox"/> Steno	<p>SALES/MARKETING</p> <input type="checkbox"/> Telemktg. <input type="checkbox"/> Customer Service <input type="checkbox"/> Trade Shows <input type="checkbox"/> Demonstrator <input type="checkbox"/> Pollster <input type="checkbox"/> Street Distrib. <input type="checkbox"/> Other _____ <p align="center">ADV/ COMMUNICATIONS</p> <input type="checkbox"/> Proofreading <input type="checkbox"/> Proofreading With Symbols <input type="checkbox"/> Editing <input type="checkbox"/> Copywriting <input type="checkbox"/> Paste Ups/Mech. <input type="checkbox"/> Design/Illustration <input type="checkbox"/> Research <input type="checkbox"/> Photography <input type="checkbox"/> Other _____	<p>OFFICE MACHINES</p> <input type="checkbox"/> FAX <input type="checkbox"/> TELEX <input type="checkbox"/> Mimeograph <input type="checkbox"/> Microfiche <input type="checkbox"/> Videotape/Film <input type="checkbox"/> Adding Mach. <input type="checkbox"/> Calculator <input type="checkbox"/> Copier(s) Model: _____ _____ <p align="center">MAILRM & LITE INDUSTRIAL</p> <input type="checkbox"/> Messenger <input type="checkbox"/> Mailroom <input type="checkbox"/> Inventory/Stock Clk. <input type="checkbox"/> Shipping/Receiving <input type="checkbox"/> Warehouse <input type="checkbox"/> Assembler <input type="checkbox"/> Other _____
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APPLICANT - PLEASE READ AND SIGN

I understand that Statewide Staffings' continuing ability to provide work for me and others desiring temporary work, depends upon the quality of service received by clients. As an employee of Statewide Staffing, I therefore agree to comply with the following:

- I will be cheerful, courteous, professional and appropriately dressed on all assignments.
- When I accept any assignment, I will report to work at the scheduled time every day until such assignment is completed.
- If, for any reason whatsoever, I must be absent or late in reporting for any assignment, I will notify Statewide Staffing at least two hours before the scheduled starting time. I understand that Statewide Staffing has a 24 hour telephone voice mail service.
- As soon as I know when an assignment is to terminate, I will notify Statewide Staffing. If I fail to do so, Statewide Staffing can assume that I am not available for work.
- If any Statewide Staffing client to whom I have been assigned offers me a permanent, temporary, or part-time job within 90 days of the end of such assignment, I will promptly notify Statewide Staffing and will not accept such offer beforehand.

- I understand that all matters relating to wages and rates are necessarily confidential and will never discuss same with clients or others.
- I will discuss any problems I have on assignments with Statewide Staffing, never with clients.
- I hereby authorize Statewide Staffing to check my employment references and educational history.
- To the best of my knowledge, all information given on this Application is true. I understand that my failure to comply with any provision hereof may be cause for the termination, without notice, of my employment relationship with Statewide Staffing.

 Please sign after completing Application and reading the above.