

ATLAS EDGE STAFFING APPLICATION

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____
STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____ MESSAGE PHONE: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY: _____ PHONE: _____

Transportation: Car Bus Ride Bike Driver License # (if applicable): DL#: _____ State: _____

Days available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date you can start: _____ Shifts available to work: Days Swing Graveyard Hours available: _____

Jobs you are seeking: 1. _____ Experienced Y / N 2. _____ Experienced Y / N

Have you ever worked for Atlas Edge Staffing? YES NO Date(s): _____

If yes, reason for leaving? _____

Have you worked for a temporary service before? YES No If yes, what services?

1. _____ Dates: _____

2. _____ Dates: _____

EMPLOYMENT HISTORY

1. Company Name: _____ From: _____ To: _____ May we contact them? Y / N

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____ Your job title: _____

Job Duties: _____

Reason for leaving: _____ Ending Pay: _____

2. Company Name: _____ From: _____ To: _____ May we contact them? Y / N

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____ Your job title: _____

Job Duties: _____

Reason for leaving: _____ Ending Pay: _____

3. Company Name: _____ From: _____ To: _____ May we contact them? Y / N

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____ Your job title: _____

Job Duties: _____

Reason for leaving: _____ Ending Pay: _____

EDUCATION

Name of High School: _____ State of School: _____ Did You Graduate? Y / N

Name of College / University: _____ State of School: _____ Did You Graduate? Y / N

Major Studies: _____

PRE-EMPLOYMENT QUESTIONS

- 1) In what field do you hold your most experience? How many years have you done that type of work?

- 2) What equipment, tools, or office machines have you worked with? (Examples: Drills, Backhoes, hammers, computers, copiers, etc.)

- 3) Do you feel that you are a reliable and dependable employee? Why?

- 4) What work-ware do you own? (Examples: Boots, Gloves, Safety Glasses, Aprons, Tool Belts, etc.)

- 5) Do you have a valid Drivers' License? YES or NO

- 6) Do you own a reliable vehicle? YES or NO

- 7) What do you feel is the most important contribution you would bring to a workplace?

IT IS IMPORTANT THAT YOU READ AND SIGN THIS SECTION

I agree that the information on this application is correct and complete to the best of my knowledge and I understand that it shall be grounds for termination if any of the information contained herein found to be untrue. I authorize you and all former employers, given by me as references, to answer questions and to give all information in connection with this application or in any way concerning me and understand that if accepted for employment, I will be working for you on your payroll, at your client's premises. I agree that I will obtain your permission before discussing permanent employment with your client. I agree to immediately notify you at the conclusion of each assignment, or as soon as I become available. If I fail to give such notice, you may assume that I am not available for reassignment, and also not ready, willing and able to work. I understand that any information I learn while working for your client is to be kept confidential. I agree to take a drug and alcohol test if I have a workers' compensation injury while I am your employee. I agree, if employed by you, that if I ever make claims against you for personal injuries, upon request I shall submit to examinations by physicians of your selection. I will hold you harmless from any claims including, but not limited to, personal illness or injury as a result of providing false or misleading information on the application, or any succeeding paperwork. I herein acknowledge that my employment is "AT WILL" that may resign at anytime and the company may terminate my employment at anytime, with or without cause.

Employee Signature: _____ Date: _____

***Please return this application to Atlas Edge Staffing
at 340 State St, North Bend, OR. 97459***

Any questions please call: 541-267-2022
Or Fax your application to: 541-267-2033

Please fill in the number of YEARS and/or MONTHS you feel you have experience that would assist you in working for a company. It is important that you **put down how many years and/or months** since this will go in our computer database.

Labor Skills					
	Yr/Mo		Yr/Mo		Yr/Mo
General Labor		Maintenance		Production	
Mover	/	Painter	/	Assembly Line	/
Shipping/Receiving	/	Plumbing	/	General	/
Stocking	/	Electrical	/	Packaging	/
General Labor	/	Apt. Maintenance	/	Quality Control	/
Inventory	/	Comm. Maintenance	/	Seafood Processor	
Warehouse	/	General	/	Packer	/
Other (Specify)	/	Janitorial	/	Freezer Crew	/
Light Industrial		Grounds keeping	/	Filleting	/
Housekeeping	/	Machine Exp.		Shrimp Picker	/
Laundry Production	/	Lathe	/	Crab Backer	/
Other (Specify)	/	Grinding	/	Crab Shaker	/
Construction		Drill Press	/	Dock Crew	/
Asphalt	/	Press break	/	Landscaping	
Painting	/	Other (Specify)	/	Mowing	/
Pipe Layer	/	Equipment Operator		Tree Trimming	/
Sheet Rock	/	Steam Roller	/	New Landscape	/
Scaffolding	/	Backhoe	/	Brush/Tree Removal	/
Demolition	/	Cat	/	Gardening	/
Masonry	/	Dump Truck	/	Rock/Retaining Wall	/
Tile Setter	/	Excavator	/	Roofing	
Laborer	/	Bobcat	/	Tear Off	/
Siding	/	Forklift	/	Felting	/
Concrete Framing	/	Front End Loader	/	3 Tab	/
Concrete Finish	/	980	/	Shingle	/
Site Clean-up	/	Hyster	/	Metal/Other	/
Carpentry		Pavers	/	Truck Driver	
Journeyman Carpenter	/	Welding		Flatbed	/
Finishing	/	Stick	/	Maxi	/
Framing	/	Wire	/	Tanker	/
Cabinet Making	/	Fabrication	/	Reefer	/
Blue Prints	/	Sheet Metal	/	CDL (specify class)	/
Other (Specify)	/	Blue Prints	/	Long Haul	/
		Other (Specify)	/	Low Boy	/
Sawmill		Mechanic		HazMat	/
Journeyman Millwright	/	Diesel	/	School Bus Driver	/
Maint. Mechanic	/	Hydraulic	/	Forestry	
Laborer/ Clean up	/	Electrical	/	Hack & Squirt	/
Green Chain	/	Gasoline	/	Slash Burning	/
		2 Cycle	/	General Forestry/ Tubing	/

Service Skills

	Yr/Mo		Yr/Mo		Yr/Mo
Food Service		Retail		Medical Training	
Banquet/Line Server	/	Cashier	/	Medical Assistant	/
Server	/	Management	/	Dental Assistant	/
Busser	/	Product Tagging	/	Medical Transcription	/
Dishwasher	/	Stocking	/	Certified Nurse	/
Baker	/	Material Handler	/	Insurance Billing	/
Cook	/	Lottery Machine	/		
Prep Cook	/	Customer Service	/	Vocational Training	
Fast Food	/	Retail Displays	/	Teacher	/
Espresso/Barista	/	Inventory	/	Hairdresser	/
Food Handlers Card	/	Donation Attendant	/	Teacher Aid	/
OLCC Card	/	Retail Delivery	/	Horse/Ranch handler	/
Bartender	/			Veterinarian	/
Deli	/	Telemarketing		Veterinary Assist.	/
Host/Hostess	/	In Bound Calls	/	Social Worker	/
Cashier	/	Out Bound Calls	/		
Management	/	Surveys	/	Sales	
Other (Specify)	/	Customer Service	/	Hard Sales	/
		Non-Profit	/	Soft Sales	/
				Retail Sales	/
				Commission Sales	/

Office Skills

General Office		Accounting		Software	
Proofreading	/	Bookkeeping	/	Excel	/
Filing-Alphabetic	/	Calculator/10 key	/	Word	/
Filing-Numeric	/	Collections	/	Access	/
Shorthand	/	General Ledger	/	PowerPoint	/
Office Machines	/	Payables	/	Spreadsheet	/
Multi-Line Phone	/	Receivables	/	QuickBooks	/
Paralegal	/	Payroll	/	Web Browser	/
Legal Secretary	/	Budgets	/	Peach Tree	/
Office Manager	/	Grants	/	Quattro	/
Secretary	/	Audit	/	Quicken	/
Receptionist	/	Financial Statements	/	DOS Word	/
Sales Position	/	Account Reconciling	/	Mac	/
Mass Mailing	/			Other (Specify)	/
Typing/WPM	/	Financial			
Data Entry	/	Bank Teller	/	Computer	
Customer Service	/	Loan Officer	/	Web/ISP	/
Answering Phones	/	Title Officer	/	Repair/Maintenance	/
Other (Specify)	/			Programming	/
				Network	/

1. Can you tell me a little about yourself?

2. Name your top five skills and the years and months you have worked using those skills.

3. Name 3 things you would do to show your employer that you have strong work ethics.

4. What has been your greatest achievement in your working career?

5. What do you value in a job besides money?

6. What do you do for fun?

7. How did you hear about Atlas Leasing, Inc.? _____
(Examples: Facebook, Website, Word of Mouth, Radio, TV, etc.)

Atlas Edge Staffing
Background Check Authorization

Your Report Authorization

I understand that USAintel and/or Advanced Reporting will be preparing my report and I authorize them to release these findings to Atlas Leasing, Inc. I authorize them to obtain any and all of the following information: criminal records, public records, driving records, credit reports, and/or educational records of me. I authorize my employers to release to USAintel and/or Advanced Reporting all information necessary to complete said report. I further understand that use of a photocopy of this form may be necessary to verify one or more of my references. I authorize that use, and request such a copy be honored fully.

Full Name: _____
Last First Middle

Other Names you have used: _____

Home Address (including City/State/Zip) _____

Email: _____

Phone Number: _____

Social Security Number: _____

Date of Birth: _____

Driver's License Number: _____ State Issuing: _____

Signature: _____ Today's Date: _____

Reference Checking Consent & Authorization Form

Read carefully and completely before signing.

SECTION I – CONSENT

I have applied for employment with Atlas Leasing, Inc. and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment with Atlas Leasing, Inc., whether the information is positive or negative.

I authorize Atlas Leasing, Inc. to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, wage history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and Atlas Leasing, Inc. from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Atlas Leasing, Inc.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

SECTION II – SIGNATURE

Applicant Name (please print): _____

Applicant Signature:

Date: