|  |
| --- |
| ATLAS EDGE STAFFING APPLICATION |
| Last Name: | First Name:  | Middle Name:  |
| Street Address: |
| City:  | State:  | Zip Code:  |
| Home Phone: | Cell Phone: | Message Phone: |
| Emergency Contact:  | Phone:  |
| Transportation: □Car □Bus □Ride □Bike **Driver License # &State** (if applicable):  |
| Days available to work: □Monday □Tuesday □Wednesday □Thursday □Friday □Saturday □Sunday  |
| Date you can start:  | Shifts available: □Days □Swing □Evening □Graveyard  |
| Jobs you are seeking: | 1.) | 2.)  |
| Secondary contact name  | Relationship to student:  |
| Phone #:  | Work Phone #: | Cell Phone/Pager #: |
| Have you ever worked at Atlas Edge Staffing before? | □Yes □No Date(s): |
| If yes, reason for leaving? |
| Have you worked for a temporary service before? | □Yes □No If yes, what services? |
| 1.2.  | Date(s):Date(s): |
| ****EMPLOYMENT HISTORY**** |
| 1. Company: | From: | To: | May we contact them? □Yes □No  |
| Address: | City, State: | Zip: |
| Supervisor: | Phone: | Your Job Title: |
| Job Duties: |
| Reason for leaving: | Ending Pay: |
| 2. Company: | From: | To: | May we contact them? □Yes □No  |
| Address: | City, State: | Zip: |
| Supervisor: | Phone: | Your Job Title: |
| Job Duties: |
| Reason for leaving: | Ending Pay: |
| 3. Company: | From: | To: | May we contact them? □Yes □No  |
| Address: | City, State: | Zip: |
| Supervisor: | Phone: | Your Job Title: |
| Job Duties: |
| Reason for leaving: | Ending Pay: |
| ****EDUCATION**** |
| High School: | Address: | Did you Graduate? □Yes □No  |
| College/University: | Address: | Did you Graduate? □Yes □No Degree/Certificate? |
| Volunteer/Internship Work:  |
|  *Please Print*  |

|  |
| --- |
| **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: forklift, drills, backhoes, hammers, computers, copies, 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 googles, aprons, tool belts etc.)
5. What do you feel is the most important contribution you would bring to a workplace?
6. What is the biggest challenge you have faced in your current or previous role? How did you overcome this challenge? What was the outcome?
7. Do you have a valid Driver’s License? YES or NO
8. Do you own a reliable vehicle? YES or NO

**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 of 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 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 any time and the company may terminate my employment at any time, with or without cause. Signature: Date: .  *PRINT AND SIGN PLEASE***Atlas Edge Staffing Services · 340 State Street, North Bend, OR** **Phone: 541-267-2022 · Fax: 541-267-2033 · www.theatlasedge.net · Find us on Facebook** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | *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** |  | **Sawmill** |  | **Mechanic** |  |
| Mover | / | Journey Millwright | / | Diesel | / |
| Shipping/Receiving | / | Maintenance Mechanic | / | Hydraulic | / |
| Stocking | / | Laborer/Clean-up | / | Electrical | / |
| General Labor | / | Green Chain | / | Gasoline | / |
| Inventory | / | Grizzly | / | 2 Cycle | / |
| Warehouse | / | Plugger | / | ATV Mechanic | / |
| Read Tape Measure | / | Tape Measurer | / | RV/Trailer Mechanic | / |
| Assemble Equipment | / | **Maintenance** |  | Tractor | / |
| Tear Down Equipment | / | Painter | / | Small Engine | / |
| Estimator | / | Plumbing | / | Diagnostic | / |
| Other (specify) | / | Electrical | / | **Seafood Processor** |  |
| **Light Industrial** |  | Apt. Maintenance | / | Packer | / |
| Housekeeping | / | Comm. Maintenance | / | Freezer Crew | / |
| Laundry Production | / | General | / | Filleting | / |
| Flat Roof | / | Janitorial | / | Shrimp Ricker | / |
| Other (specify) | / | Grounds Keeping | / | Crab Backer | / |
| **Construction** |  | Appliance Tech | / | Crab Shaker | / |
| Asphalt | / | Lube Tech | / | Dock Crew | / |
| Painting | / | Tire Tech | / | **Landscaping** |  |
| Pipe Layer | / | Service Writer | / | Mowing | / |
| Sheet Rock | / | Mitchell | / | Tree Trimming | / |
| Scaffolding | / | **Machine Experience** |  | New Landscape | / |
| Demolition | / | Lathe | / | Brush/Tree Removal | / |
| Masonry | / | Grinding | / | Gardening | / |
| Tile Setter | / | Drill Press | / | Rock/Retaining Wall | / |
| Laborer | / | Press Break | / | Weeding | / |
| Siding | / | Hook Tender | / | Raking | / |
| Concrete Framing | / | Shovel Operator | / | **Roofing** |  |
| Concrete Finish | / | Hyster | / | Tear Off | / |
| Site Clean-up | / | Other (specify) | / | Felting | / |
| Installing Windows & Doors | / | **Equipment Operator** |  | 3 Tab | / |
| Digging Holes | / | Steam Roller | / | Shingle | / |
| Stripping Floors | / | Backhoe | / | Metal/Other | / |
| Wax Floors | / | CAT | / | Flat Roof | / |
| Installing Carpet | / | Dump Trunk | / | **Welding** |  |
| Installing Fences | / | Excavator | / | Stick | / |
| Read Tape Measure | / | Bobcat | / | Wire | / |
| **Carpentry** |  | Forklift | / | Fabrication | / |
| Journey Carpenter | / | Front End Loader | / | Sheet Metal | / |
| Finishing | / | 980 | / | Blue Prints | / |
| Framing | / | Hyster | / | Mig Welder | / |
| Cabinet Making | / | Pavers | / | Other (specify) | / |
| Blue Prints | / | **Production** |  | **Driver** |  |
| Drywall | / | Assembly Line | / | Taxi Driver | / |
| Hand Tools | / | General | / | Chaffer Driver | / |
| Power Tools | / | Packaging | / | Other (specify) | / |
| Other (specify) | / | Quality Control | / |  |  |

|  |
| --- |
|  **Labor Skills (continued)** |
|  | Yr/Mo |  | Yr/Mo |  | Yr/Mo |
| **Truck Driver** |  | School Bus Driver | / | **Logging** |  |
| Flatbed | / | Dump Truck | / | Bucking | / |
| Maxi | / | Log Truck | / | Chaser | / |
| Tanker | / | Trailer | / | Yarder | / |
| Reefer | / | Belly Dump Truck | / | Choke Setter | / |
| CDL (specify class) | / | **Forestry** |  | Skidder | / |
| Long Haul | / | Hack & Squirt | / |  |  |
| Low Boy | / | Slash Burning | / |  |  |
| HazMat | / | General Forestry/Tubing | / |  |  |

|  |
| --- |
|  **Service Skills** |
|  | Yr/Mo |  | Yr/Mo |  | Yr/Mo |
| **Food Service** |  | **Retail** |  | **Medical Training** |  |
| Banquet/Line Server | / | Cashier | / | CNA | / |
| Server | / | Management | / | Caregiver | / |
| Busser | / | Product Tagging | / | Medical Assistant | / |
| Dishwasher | / | Stocking | / | Medical Transcription | / |
| Baker | / | Material Handler | / | Certified Nurse | / |
| Cook | / | Lottery Machine | / | Dental Assistant | / |
| Prep Cook | / | Customer Service | / | Insurance Billing | / |
| Fast Food | / | Retail Displays | / | **Vocational Training** |  |
| Espresso/Barista | / | Inventory | / | Horse/Ranch Handler | / |
| Food Handlers Card | / | Donation Attendant | / | Vet. Tech | / |
| Management | / | Retail Delivery | / | Veterinarian  | / |
| OLCC Card | / | Sales (specify) | / | Teacher Aid | / |
| Bartender | / | **Telemarketing** |  | Teacher | / |
| Deli | / | In Bound Calls | / | Social Worker | / |
| Host/Hostess | / | Out Bound Calls | / | Nail Tech | / |
| Cashier | / | Surveys | / | Pet Groomer | / |
| Other (Specify) | / | Customer Service | / | Hair Dresser | / |
|  | / | Non-Profit | / | Other (specify) | / |

|  |
| --- |
| **Office Skills** |
|  | Yr/Mo |  | Yr/Mo |  | Yr/Mo |
| **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 | / | Peachtree | / |
| Office Manager | / | Grants | / | Quicken | / |
| Secretary | / | Audit | / | QuickBooks | / |
| Receptionist | / | Financial Statements | / | DOS Word | / |
| Sales Position | / | Account Reconciling | / | Mac | / |
| Mass Mailing | / | **Financial** |  | Other (specify) | / |
| Typing/WPM | / | Bank Teller | / | **Computer** |  |
| Data Entry | / | Loan Officer | / | Web/ISP | / |
| Customer Service | / | Title Officer | / | Repair/Maintenance | / |
| Answering Phones | / | Tax Preparer | / | Programming | / |
| Other (Specify) | / | Mortgage Agent | / | 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**

Report Authorization

I understand that Background Screeners of America 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:

|  |
| --- |
| Other Names you may have used: |
| Home Address |
| City/State/ Zip |
| Email: |
| Phone Number: |
| Social Security Number: |
| Date of Birth |
| Driver License: | State Issuing: |
| Signature: | Today’s Date: |

*PRINT AND SIGN PLEASE*

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:  |

*PRINT AND SIGN PLEASE*

**A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

*Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la*

*Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you –must tell you, and must give you the name, address, and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

• a person has taken adverse action against you because of information in your credit report;

• you are the victim of identity theft and place a fraud alert in your file;

• your file contains inaccurate information as a result of fraud;

• you are on public assistance;

• you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

• **You have the right to ask for a credit score**. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information**. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information**. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need— usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

• **You many limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

• **You may seek damages from violators**. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

**Applicant Copy**

Updated Sept. 2018

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

For information about your federal rights, contact:

|  |  |
| --- | --- |
|  |  |
| 1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliatesb. Such affiliates that are not banks, savings associations, orcredit unions also should list, in addition to the CFPB: | a. Consumer Financial Protection Bureau1700 G Street, N.W. Washington, DC 20552b. Federal Trade Commission: Consumer Response Center – FCRAWashington, DC 20580(877) 382-4357 |
| 2. To the extent not included in item 1 above:a. National banks, federal savings associations, and federalbranches and federal agencies of foreign banksb. State member banks, branches and agencies of foreign banks(other than federal branches, federal agencies, and Insured StateBranches of Foreign Banks), commercial lending companies ownedor controlled by foreign banks, and organizations operating undersection 25 or 25A of the Federal Reserve Actc. Nonmember Insured Banks, Insured State Branches of ForeignBanks, and insured state savings associationsd. Federal Credit Unions | a. Office of the Comptroller of the CurrencyCustomer Assistance Group1301 McKinney Street, Suite 3450Houston, TX 77010-9050b. Federal Reserve Consumer Help CenterP.O. Box 1200Minneapolis, MN 55480c. FDIC Consumer Response Center1100 Walnut Street, Box #11Kansas City, MO 64106d. National Credit Union Administration Office of Consumer Protection(OCP) Division of Consumer Compliance and Outreach (DCCO)1775 Duke StreetAlexandria, VA 22314 |
| 3. Air carriers | Asst. General Counsel for Aviation Enforcement & ProceedingsAviation Consumer Protection DivisionDepartment of Transportation1200 New Jersey Avenue, S.E. Washington, DC 20590 |
| 4. Creditors Subject to Surface Transportation Board | Office of Proceedings, Surface Transportation BoardDepartment of Transportation395 E Street, S.W. Washington, DC 20423 |
| 5. Creditors Subject to Packers and Stockyards Act | Nearest Packers and Stockyards Administration area supervisor |
| 6. Small Business Investment Companies | Associate Deputy Administrator for Capital AccessUnited States Small Business Administration409 Third Street, S.W., 8th FloorWashington, DC 20416 |
| 7. Brokers and Dealers | Securities and Exchange Commission100 F Street, N.E.Washington, DC 20549 |
| 8. Federal Land Banks, Federal Land Bank Associations, FederalIntermediate Credit Banks, and Production Credit Associations | Farm Credit Administration1501 Farm Credit DriveMcLean, VA 22102-5090 |
| 9. Retailers, Finance Companies, and All Other Creditors Not ListedAbove | FTC Regional Office for region in which the creditor operates orFederal TradeCommission: Consumer Response Center – FCRAWashington, DC 20580 (877) 382-4357 |

**Applicant Copy**

Updated Sept. 2018

**A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

**CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

**Applicant Copy**

Updated Sept. 2018