

# 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: <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Ride <input type="checkbox"/> Bike Driver License # &State (if applicable):			
Days available to work: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
Date you can start:		Shifts available: <input type="checkbox"/> Days <input type="checkbox"/> Swing <input type="checkbox"/> Evening <input type="checkbox"/> Graveyard	
Jobs you are seeking:	1.)	2.)	
<b>Secondary Contact:</b>			
Phone #:	Work Phone #:	Cell Phone/Pager #:	
Have you ever worked at Atlas Edge Staffing before?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date(s):	
If yes, reason for leaving?			
Have you worked for a temporary service before?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what services?	
1.	Date(s):		
2.	Date(s):		
<b>EMPLOYMENT HISTORY</b>			
1. Company:	From:	To:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	City, State:		Zip:
Supervisor:	Phone:	Your Job Title:	
Job Duties:			
Reason for leaving:		Ending Pay:	
<b>EDUCATION</b>			
High School:	Address:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University:	Address:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> 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, 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 goggles, 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: \_\_\_\_\_  
*PRINT AND SIGN PLEASE*

Date: \_\_\_\_\_

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
<b>General Labor</b>		<b>Sawmill</b>		<b>Mechanic</b>	
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	/	<b>Maintenance</b>		Tractor	/
Tear Down Equipment	/	Painter	/	Small Engine	/
Estimator	/	Plumbing	/	Diagnostic	/
Other (specify)	/	Electrical	/	<b>Seafood Processor</b>	
<b>Light Industrial</b>		Apt. Maintenance	/	Packer	/
Housekeeping	/	Comm. Maintenance	/	Freezer Crew	/
Laundry Production	/	General	/	Filleting	/
Flat Roof	/	Janitorial	/	Shrimp Ricker	/
Other (specify)	/	Grounds Keeping	/	Crab Backer	/
<b>Construction</b>		Appliance Tech	/	Crab Shaker	/
Asphalt	/	Lube Tech	/	Dock Crew	/
Painting	/	Tire Tech	/	<b>Landscaping</b>	
Pipe Layer	/	Service Writer	/	Mowing	/
Sheet Rock	/	Mitchell	/	Tree Trimming	/
Scaffolding	/	<b>Machine Experience</b>		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	/	<b>Roofing</b>	
Concrete Finish	/	Hyster	/	Tear Off	/
Site Clean-up	/	Other (specify)	/	Felting	/
Installing Windows & Doors	/	<b>Equipment Operator</b>		3 Tab	/
Digging Holes	/	Steam Roller	/	Shingle	/
Stripping Floors	/	Backhoe	/	Metal/Other	/
Wax Floors	/	CAT	/	Flat Roof	/
Installing Carpet	/	Dump Trunk	/	<b>Welding</b>	
Installing Fences	/	Excavator	/	Stick	/
Read Tape Measure	/	Bobcat	/	Wire	/
<b>Carpentry</b>		Forklift	/	Fabrication	/
Journey Carpenter	/	Front End Loader	/	Sheet Metal	/
Finishing	/	980	/	Blue Prints	/
Framing	/	Hyster	/	Mig Welder	/
Cabinet Making	/	Pavers	/	Other (specify)	/
Blue Prints	/	<b>Production</b>		<b>Driver</b>	
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
<b>Truck Driver</b>		School Bus Driver	/	<b>Logging</b>	
Flatbed	/	Dump Truck	/	Bucking	/
Maxi	/	Log Truck	/	Chaser	/
Tanker	/	Trailer	/	Yarder	/
Reefer	/	Belly Dump Truck	/	Choke Setter	/
CDL (specify class)	/	<b>Forestry</b>		Skidder	/
Long Haul	/	Hack & Squirt	/		
Low Boy	/	Slash Burning	/		
HazMat	/	General Forestry/Tubing	/		

## Service Skills

	Yr/Mo		Yr/Mo		Yr/Mo
<b>Food Service</b>		<b>Retail</b>		<b>Medical Training</b>	
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	/	<b>Vocational Training</b>	
Espresso/Barista	/	Inventory	/	Horse/Ranch Handler	/
Food Handlers Card	/	Donation Attendant	/	Vet. Tech	/
Management	/	Retail Delivery	/	Veterinarian	/
OLCC Card	/	Sales (specify)	/	Teacher Aid	/
Bartender	/	<b>Telemarketing</b>		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
<b>General Office</b>		<b>Accounting</b>		<b>Software</b>	
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	/	<b>Financial</b>		Other (specify)	/
Typing/WPM	/	Bank Teller	/	<b>Computer</b>	
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.)

# 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: \_\_\_\_\_

*PRINT AND SIGN PLEASE*

Date: \_\_\_\_\_