

# ATLAS EDGE STAFFING APPLICATION

Last Name:		First Name:		Middle Name:	
Street Address:					
City, State, Zip:					
Primary Phone Number:				<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Other _____	
Secondary Phone Number:				<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Other _____	
Email Address:					
Emergency Contact:			Phone:		
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 Other: _____		
Jobs you are seeking:		1.)		2.)	
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 another 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:					
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:					
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:					

**EDUCATION**

High School:	City & State:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree/Certificate?
College/University:	City & State:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree/Certificate?
College/University:	City & State:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree/Certificate?
Volunteer/Internship Work:		

**Languages**

Primary Language:
Other Languages:

**Transportation**

Transportation: <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Ride <input type="checkbox"/> Bike	
Do you have a valid drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No	State License is issued in (if applicable):
Do you own a reliable vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is yes, which class? _____ Please list any endorsements: _____

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

## 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 goggles, aprons, tool belts etc.)
- 5.) What do you feel is the most important contribution you would bring to a workplace?
- 6.) What has been your greatest achievement in your working career?
- 7.) What is the biggest challenge you have faced in your current or previous role? How did you overcome this challenge? What was the outcome?
- 8.) What do you value in a job besides money?
- 9.) Name three things you would do to show your employer that you have a strong work ethic.

Please fill in the number of YEARS and/or MONTHS you feel you have experience in each skill.

If you do not have experience, please leave the skill yr/mo blank.

## 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	/	<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	/	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	/

What is your WPM?



# Section I

## Reference Checking Consent & Authorization Form

Read carefully and completely before signing.

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

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.

**Applicant's Printed Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

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

**Atlas Edge Staffing Services**  
340 State St, North Bend, OR, 97459  
Phone: 541-267-2022  
[www.theatlasedge.net](http://www.theatlasedge.net)

**Please complete this application and turn it in to our office.**

**You can turn it in to our front desk during work hours: 8am-5pm, Monday-Friday**  
(Holidays may affect these hours).

**You can drop it in our drop box at any time, located to the right of our front doors.**

**You can email it to [employment@theatlasedge.net](mailto:employment@theatlasedge.net).**

**Or, you can fax it to 541-267-2033.**

**Please take a look at our job listings once application is turned in and let a member of our staff know which jobs you are interested in.**

**Thank you so much for taking the time to work with us!**