

Name _____ Date _____
Last First M.I.
 Home Phone _____

Alias _____ Cell Phone _____
Last First M.I.
 Emergency Phone _____

Address _____ Business Phone _____

City _____ State _____ ZIP _____ Email _____

CHECK ALL OPTIONS THAT APPLY

Type of employment you are seeking? Temporary Temporary-to-Hire Direct Hire Part-Time Full-Time

Positions Desired _____ Commute Area _____

Minimum Salary Required _____ Currently Employed? Yes No

Professional License & Certification CPA Teacher Engineer Other _____

State _____ License No. _____

How did you hear about Nelson Staffing? _____
(Write in specific source)

Fluent languages, if job-related:
 (Indicate if you speak, write, or both.) _____

EDUCATION	Check Highest Grade Completed:		High School	1	2	3	4	College	1	2	3	4	5	6	7	8
	NAME(S) OF SCHOOL(S)	LOCATION	MAJOR	DEGREE												

LIST PREVIOUS FULL-TIME POSITIONS STARTING WITH MOST RECENT						
FROM	TO	COMPANY NAME / CITY	POSITION	COMPENSATION	SUPERVISOR NAME/NUMBER	REASON FOR LEAVING
LIST PREVIOUS TEMPORARY, CONTRACT OR CONSULTATIVE POSITIONS STARTING WITH MOST RECENT						
FROM	TO	TEMPORARY SERVICE	POSITION	COMPENSATION	COMPANY ASSIGNED TO	

**PLEASE PROVIDE THREE REFERENCES THAT COVER FIVE YEARS OF EMPLOYMENT
PREVIOUS AND/OR CURRENT SUPERVISORS**

REFERENCES

Name	Company	Title	Phone (8am-5pm)

PERSONAL

Can you submit verification that you have the legal right to work in the U.S.? Yes No

If under 18 years of age, can you after employment, submit a work permit? Yes No

Are you able to perform the essential duties of the job(s) for which you are applying, as described? Yes No

Have you ever been convicted of a felony (or a misdemeanor involving violent or fraudulent conduct)? (Note: Do not include any marijuana-related convictions dated more than 2 years ago.) Yes No

If yes, please explain: _____

AGREEMENT TERMS

PLEASE READ CAREFULLY

In consideration for and as a condition of any employment offer with Gary D. Nelson & Associates, Inc., dba Nelson Staffing (herein called Nelson Staffing), I agree to conform to the rules and regulations of Nelson Staffing, and I agree and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Nelson Staffing or myself. I understand that no manager or representative of Nelson Staffing, other than the president or chairman of the company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Nelson Staffing does not discriminate with regard to sex, national origin, age, religion, race, color, creed, marital status, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, or any other consideration protected by federal, state, or local laws. I acknowledge that I have received a copy of the Employee Handbook and the Safety Orientation Brochure. I understand that it is my responsibility to read both thoroughly and familiarize myself with all the information in this handbook and brochure. I agree to observe these policies in all respects. I request the services of Nelson Staffing to assist me in seeking employment. The professional services Nelson Staffing may render me are subject to the provisions of this agreement, as follows:

3. I agree to contact my local Nelson Staffing office immediately if I am injured on the job. In the event of an injury requiring treatment I will seek it at a clinic selected by Nelson Staffing for treatment by a qualified physician.

4. I certify that all employment information that I have provided is true and in consideration for possible employment with Nelson Staffing, I voluntarily consent and agree to the following: a) I authorize Nelson Staffing to disclose copies of my application and all of my employment records, test scores, and background information, including reference, credit reference, credit and criminal checks, to Nelson Staffing's clients, b) I release and hold harmless Nelson Staffing, Nelson Staffing's employees, and Nelson Staffing's clients from any and all claims involving the receipt, release, and use of my employment records, test scores, and background information, including reference, credit, and criminal checks.

5. I understand that if I accept a temporary assignment with Nelson Staffing, I will be employed by Nelson Staffing and receive my wages from Nelson Staffing.

6. I agree to notify Nelson Staffing either by mail or phone within 24 hours of termination of each assignment. If I fail to give such notice, Nelson Staffing may assume that I am unavailable for work.

7. I hereby certify that I am not currently using illegal drugs or controlled substances.

8. I agree to notify Nelson Staffing in all cases where the client seeks to change or modify the job duties of a temporary assignment in any way.

9. I understand that if I am employed by Nelson Staffing, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false or omitted, may result in my immediate dismissal.

1. I agree to notify Nelson Staffing, within one business day, of the results of all client interviews whether or not resulting in my acceptance of a position.
2. I will keep Nelson Staffing informed of my address and phone numbers at all times while my application is active, and will inform Nelson Staffing promptly if I am no longer seeking employment.

Name: (printed) _____
Last First M.I.

Signature: _____ Date: _____

Received Dept. of Fair Employment & Housing Sexual Harassment Brochure, Safety Orientation Brochure, and Employee Handbook, and all were discussed with me: _____
(Signature) Date: _____

OFFICE USE ONLY

Test Scores:	I-9 Complete	W-4 Complete	References Complete	Interviewed by:			
				Beg.	Int.	Adv.	Overall
Filing _____ / _____	Alph DE (QDEA) _____	MS Outlook % _____	% _____	% _____	% _____	% _____	
Spelling _____ / _____	NUM DE (QDEN) _____	MS Word % _____	% _____	% _____	% _____	% _____	
Math _____ / _____	Math Inventory _____	MS Power Pt % _____	% _____	% _____	% _____	% _____	
Typing _____	Ruler _____	MS Excel % _____	% _____	% _____	% _____	% _____	
10 Key _____		MS Access % _____	% _____	% _____	% _____	% _____	