

**AccuStaff Application  
for Employment**

Date of application \_\_\_\_\_

Applicants who are in need of any reasonable accommodation in the application process are encouraged to inform the Company of such need. AccuStaff is an Equal Opportunity Employer.

**Contact information**

Name prefix  Mr.  Mrs.  Ms. \_\_\_\_\_

Social security number \_\_\_\_\_

First/middle/last name \_\_\_\_\_

Preferred name \_\_\_\_\_

Home phone \_\_\_\_\_

Message/alternate phone \_\_\_\_\_

Pager/cellular \_\_\_\_\_

E-mail address \_\_\_\_\_

Street address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Previous street address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Use home as mailing address?  yes  no

If "no," please provide alternative mailing address.

Street address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Emergency notification (not applicable for New York state applicants)

Emergency contact \_\_\_\_\_

Relationship \_\_\_\_\_

Emergency phone \_\_\_\_\_

**General information**

Have you ever applied with AccuStaff before?  yes  no

How did you hear about AccuStaff?  internet  job fair  newspaper  friend/family (name)

other (specify) \_\_\_\_\_

What has prompted you to seek employment with us at this time? \_\_\_\_\_

Are you 18 years of age or older?  yes  no

What other languages do you speak? \_\_\_\_\_

Are you legally authorized to work in the U.S.?  yes  no

If accepted for employment, you must provide documentary proof of identity and authorization to work in the United States within 72 hours of hire.

**Position/type of work desired**

What is your desired position and industry preference? \_\_\_\_\_

Desired job type(s)  career/direct hire  temporary  temp to hire

First date available \_\_\_\_\_

Last date available (if applicable) \_\_\_\_\_

Full/part-time  full-time  part-time  either

If you desire a part-time schedule, please check all applicable from the following choices.

Days of week  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Shift  morning  afternoon  evening  night

Desired hours per week \_\_\_\_\_

Overtime OK?  yes  no

If interested in direct hire, how much notice do you need for an interview?

Please check one  same day  more than one day  one day  one week  two weeks

three weeks  n/a

What is your assignment duration preference?  direct hire  long-term (12 weeks +)  moderate (4 weeks +)  
 short-term (1 day-4 weeks)

If you have been laid off, is a recall possible?  yes  no  n/a

Are you a full-time student?  yes  no

Preferred geographic work location

Do you have a reliable means of transportation?  yes  no

Are you willing to commute?  yes  no

How many travel miles?

How many travel minutes?

General restrictions

What hourly or annual rate of pay are you seeking? \$

**Education**

Please provide your education history starting with your high school or equivalent study first, followed by any advanced-level education.

School name

City State

School type  high school  professional school  community college  technical school  college  
 trade school  university  other (specify)

Completed study/graduated?  yes  no If no, number of years partial study completed?

Degree Major

Other study

**Next level of education**

School name

City State

School type  high school  professional school  community college  technical school  college  
 trade school  university  other (specify)

Completed study/graduated?  yes  no If no, number of years partial study completed?

Degree Major

Other study

Describe any specialized training, apprenticeship, skills, extracurricular activities, or honors received. State any additional information that you feel may be helpful to us in considering your application (attach additional sheets if necessary).

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**Prior work/current or last position**

Please list all employment, including temporary employment, beginning with your current or last position. You may include verified work performed on a volunteer basis (attach additional sheets if necessary). This section must be completed even if a resume has been included. Please answer all questions or fill in N/A if not applicable.

<u>Start month/year</u>	<u>End month/year</u>
<u>Employer</u>	<u>Type of business</u>
<u>Street address</u>	<u>City/state/zip</u>
<u>Telephone</u>	<u>Schedule</u> <input type="checkbox"/> full-time <input type="checkbox"/> part-time
<u>Job title</u>	
<u>Job description</u>	
<u>Wages starting</u>	
<u>Wages ending</u>	
<u>Supervisor name and title</u>	
<u>May we contact for a reference?</u> <input type="checkbox"/> yes <input type="checkbox"/> no	<u>Would you return to this employer?</u> <input type="checkbox"/> yes <input type="checkbox"/> no

If this was a temporary assignment attained through a staffing service, list the service and companies to which you were assigned.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving

\_\_\_\_\_

\_\_\_\_\_

**Prior work—2**

<u>Start month/year</u>	<u>End month/year</u>
<u>Employer</u>	<u>Type of business</u>
<u>Street address</u>	<u>City/state/zip</u>
<u>Telephone</u>	<u>Schedule</u> <input type="checkbox"/> full-time <input type="checkbox"/> part-time
<u>Job title</u>	
<u>Job description</u>	
<u>Wages starting</u>	
<u>Wages ending</u>	
<u>Supervisor name and title</u>	
<u>May we contact for a reference?</u> <input type="checkbox"/> yes <input type="checkbox"/> no	<u>Would you return to this employer?</u> <input type="checkbox"/> yes <input type="checkbox"/> no

If this was a temporary assignment attained through a staffing service, list the service and companies to which you were assigned.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving

\_\_\_\_\_

\_\_\_\_\_

Prior work—3

Start month/year \_\_\_\_\_ End month/year \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Street address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Telephone \_\_\_\_\_ Schedule  full-time  part-time

Job title \_\_\_\_\_

Job description \_\_\_\_\_

Wages starting \_\_\_\_\_ Wages ending \_\_\_\_\_

Supervisor name and title \_\_\_\_\_

May we contact for a reference?  yes  no \_\_\_\_\_ Would you return to this employer?  yes  no

If this was a temporary assignment attained through a staffing service, list the service and companies to which you were assigned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employment gaps

Please fully explain the reasons for any gaps in your employment history.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References

Please list your professional or personal references below.

Name	Phone	Relationship

.....  
Answering "yes" to any of the questions below is not an automatic bar to employment

**For Hawaii and Washington, D.C. applicants only**

Have you been convicted of a felony within the last ten (10) years which has not been expunged or sealed by a Court?  yes  no

If "yes," please explain.

**For Washington applicants only**

Have you been convicted of a felony within the last seven (7) years which has not been expunged or sealed by a Court?  yes  no

If "yes," please explain.

**For New Hampshire applicants only**

Have you been convicted of a felony within the last five (5) years which has not been expunged or sealed by a Court?  yes  no

If "yes," please explain.

**For Massachusetts applicants only**

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever been convicted of a felony?  yes  no

If "yes," please explain.

**For all other applicants**

Have you ever been convicted of a felony which has not been expunged or sealed by a Court?  yes  no

If "yes," please explain.

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## Employment Application Certification

I hereby affirm that the information provided on my application for employment with AccuStaff (and any resume submitted) is true and complete and that I have withheld nothing that would, if disclosed, affect my application unfavorably. I understand that any false or misleading representations or omissions may disqualify me from further consideration for employment and may result in dismissal if discovered at a later date.

I understand that completion of my application does not assure me of a position with the Company. I also understand that neither my application nor any other document constitutes a contract of employment for a specific term and that any employment relationship that may be established will be "at will" and may be terminated at any time, for any reason or no reason, by me or the Company. I understand that no representative of the Company has any authority to enter into any agreement for employment with me contrary to the foregoing.

I hereby authorize the Company to investigate all information pertinent to my application, including contacting current and former employers in order to determine my qualifications for employment. I hereby authorize all persons and organizations having information relevant to my application to provide that information to the Company and I hereby agree to hold harmless the Company and all those providing information to it from any liability arising out of or as a result of the request for, the provision of or use of such information. I understand that any offer of employment may be rescinded or my employment terminated if my references are inadequate or unacceptable to the Company, or if I violate any of the provisions of this Certification.

I further understand that if hired by the Company, I must abide by all of the Company's rules and regulations as set forth in the Orientation Packet, which, other than the "at will" employment policy, may be changed without notice at the discretion of the Company. I understand that: (1) I am prohibited from discussing pay rates with clients or employees of clients; (2) it is my responsibility to promptly inform the Company of any problems I encounter while on assignment with a client or any work-related accidents or injuries; (3) any information provided to the Company on this application or as part of the application process or if offered employment by the Company, any information relating to my employment with the Company, including, but not limited to, the contents of my personal file, may be made available to clients, prospective clients, and government, insurance or other appropriate agencies or third parties as requested, or required by applicable law; (4) I must return any client property that is issued to me, including but not limited to security passes, keys or identification, upon completion of my assignment or I may be held responsible for any replacement costs or damages resulting from not doing so; (5) I am required to contact the Company immediately after the completion of any assignment for the purpose of requesting a new assignment, and remain in contact with the Company indicating my availability for assignments, and failure to do so will constitute a voluntary resignation that may affect my eligibility for unemployment benefits; (6) the Company may require me to submit to a drug and alcohol test prior to employment and a drug and alcohol test and/or medical examination at any time during my employment, to the extent permitted by applicable law, and I understand that a positive test result, or any refusal to submit to a drug test, may result in the termination of my employment and/or denial of workers' compensation benefits; (7) the Company may require me to consent to or authorize the disclosure of my criminal record and/or consumer credit report prior to employment and at any time during my employment, to the extent permitted by applicable law; (8) I may not divulge client trade secrets or proprietary or confidential information unless authorized by the client company or required by law; (9) I will present a note from a health care provider for any medically-related absence of two days or more; (10) I will not work more than forty (40) hours in a week without authorization from both AccuStaff and the client; and (11) I will not accept employment with the client to which I am assigned, or with any other company performing staffing services for that client at the client facility to which I was assigned during my employment with AccuStaff and for a period of thirty (30) days following the termination of my employment with AccuStaff, without written authorization from AccuStaff.

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates the law shall be subject to criminal penalties and civil liability.

I certify that I have read, understand and agree with the above.

Print name

Signature

Date

**Drug and Alcohol Policy**

Our extensive experience as an employer has found that a drug-free workplace is necessary for many reasons. Some of the reasons include: a safer environment, legal obligations, reduced liability for the Company, and avoiding losses in productivity, absenteeism and health care. For all of these reasons and more, AccuStaff utilizes the following No-Drug Policy with regard to all assignments.

The sale or distribution of illegal drugs on or off AccuStaff property, or the use or possession of illegal drugs on AccuStaff property or in a AccuStaff vehicle will be grounds for termination and a bar from future employment with AccuStaff and all AccuStaff properties.

This policy does not prohibit the taking of prescribed drugs under the direction of a physician. When taking physician prescribed drugs or over-the-counter legal drugs, which may affect performance, talent should report such use to his or her immediate manager for determination of fitness-for-duty while on such medication.

**The following persons or personnel are subject to undergoing drug urine screening pursuant to the AccuStaff No-Drug Policy:**

- Any talent on assignment for AccuStaff whose performance or behavior indicates that he or she may be unfit for duty and possibly abusing drugs or alcohol will be subject to drug and/or alcohol screening to determine fitness for duty. The talent will be immediately suspended without pay pending results of the screening and barred from AccuStaff. If the screening reveals violation of this policy, the individual will be terminated immediately. If the screening produces a negative result (showing no measurable substance abuse), the individual will be reinstated to continue his or her employment.
- Any talent who is involved in an accident or injury while performing duties on AccuStaff property or AccuStaff business away from AccuStaff property, including AccuStaff client property or business, will be subject to drug and/or alcohol screening where allowed by state law, to determine fitness for duty. The talent will be allowed to continue to work pending the results of the screening tests. If the screening results come back positive, the individual will be terminated immediately. If the screening comes back negative, the individual will continue his or her employment without change.

Failure to submit to screening will result in immediate dismissal.

**Authorization and Consent**

I hereby acknowledge that AccuStaff has requested that I submit to drug and alcohol testing and/or a search of my person, my work area, my personal property and/or my automobile. I understand that I may refuse to submit to testing or to a search. I understand that my employment may be terminated if the test result is positive, if I refuse to consent to testing or to a search, or if there is evidence which indicates (in the opinion of the company or of the testing laboratory) that the testing sample was tampered with, substituted or altered in any way. I understand that the test will detect alcohol, illegal drugs, other non-prescribed intoxicants and some prescription drugs. I understand that a positive test result caused by the appropriate use of legally prescribed medications that do not cause unsafe or unacceptable performance will not effect my employment.

In exchange for being considered for employment with the Company, I agree to release the Company, its employees and clients from any and all liability that may arise from the testing procedure or policy. This includes interference with my obtaining or retaining a job as a result of report of the test or discontinuance of employment as a result of not submitting to the tests. This includes possible clerical or laboratory error.

I hereby voluntarily consent to be tested for drugs and alcohol and/or to a search of my person, my work area, my personal property and/or my automobile. I voluntarily consent to testing by any method that AccuStaff deems reasonable and reliable, including urinalysis, blood testing and breath analysis. I also consent to the release of the testing results to AccuStaff, or any AccuStaff affiliate or client that employs me.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Our Equal Employment Opportunity policy**

AccuStaff is committed to equal employment opportunity for all qualified persons and prohibits discrimination based on race, color, gender, age, religion, national origin, ancestry, pregnancy, disability, service in the uniformed services or any other classification protected by law.

**Our policy prohibiting sexual harassment and illegal discrimination**

AccuStaff has a long-standing, well-enforced policy that prohibits illegal discrimination and/or harassment in the work place. If at any time you believe that you have been subjected to illegal discrimination or harassment, or if you know that such conduct is occurring, you have an obligation to report it to either your AccuStaff agent, or the AccuStaff North America Human Resources Department. AccuStaff investigates all claims of illegal discrimination or harassment and takes appropriate remedial action. Any employee engaging in such conduct will be disciplined up to and including discharge. Retaliation for reporting concerns about illegal discrimination or harassment will not be tolerated.

I certify that I have read, understand and agree with the above.

Print name

Signature

Date