

DATE:	
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Please use PEN Only !!

							OFFICE USE ONLY
Name:							Entered: By:
	First	MI	Last	Nicknam	е	Maiden Name	ID'S: Worldlink:
Social Security #							Refs: Resume:
Home Address:							
	Apt,/Bldg		Street	City	State	Zip	Temp Status:
Mailing Address:							Avail ASAP PT Seasonal Student
(If Different)	Apt,/Bldg		Street	City	State	Zip	□ HC □ G □ M □ D
Phone Numbers:	()	()	()		Temp Interviewer:
	Hon	ne	Cell Ok to	contact via text Y / N	Other Ok to	contact via text Y / N	
How Did You Hear	About Us?	_		Are you at	least 18 ye	ears old? Y / N	Are you a US Citizen? Y / N
Birthday (mm/dd):				Email Addı	ess _		
Emergency Contac	t Info:						
			Name	Phone	#		Relationship
Are you Bilingual?	Y / N	If so	, what languages are you	fluent in?			
Job History: (Pleas	se include a	any mi	litary service and dischar	ge status)			

Company Name	Location City & State	Position and Salary	Supervisor	OK to Contact	Phone #	Reason for Leaving	Job Duties	Dates From/To
				ΥN				
				Y N				
				Y N				
				ΥN				

WORK EXPERIENCE AND SKILLS:

In the first space provided, place a check mark: CHECK ONLY THE SKILLS THAT YOU HAVE ACTUALLY USED IN YOUR PAST WORK EXPERIENCE In the second space provided, write the number years of work experience that you have for that particular skill.

INDUSTRIES	OCCUPATIONS	SKILLS			
Admin/Clerical	Accountant	A Accounting	CDL A /CDLB		
Bldg. Material-Wholesale	Admin. Assistant	Accounts Payable	Carpenter		
Broadcasting	Assembly Line	Accounts Receivable	Concrete Labor		
Construction	Banking	Bank Recon.	Construction		
Data Processing Services	Carpenter	Bookkeeping	Const. Residential		
Educational Services	Clerk	Payroll	Drywall / Sheetrock		
Excavation	Consultant		Electrician		
Food Services	Data Entry Clerk	C 10 Key	Floor Tech		
General Labor	Delivery Driver	Administrative Assistant	Food Service		
Hospital	Drug Screening	Bank Teller	Forklift		
Hurricane Disaster Recovery	Electrician	C.N.A.	Furniture Mover/Installer		
Lawn Maintenance	Engineer	CAD Operator	General Labor		
Legal	Forklift Operator	Clerical	Heavy Equipment		
Medical	General Labor	Collator	Housekeeping –Hotel		
Manufacturing	Insurance	Computer Programing IT	HVAC		
Mfg – Appliance	Janitor/Custodian	CPT ICD-9 ICD10 Coding	Inventory		
Mfg – Boating	Machine Operator	Credit/Collections	Janitorial		
Mfg - Component	Mechanic	Customer Service	Labor		
Mfg. – Elec. Equip.	Network Engineer	Data Entry / Typing	Lawn		
Mfg – Fabricated Metals	Order Puller	Drafting	Machine Maintenance		
Mfg Food	Packer	Education	Machine Operator		
Mfg. – Plastics/Rubber	Painter	Filing	Masonry		
Other	Programmer IT	General Ledger	Packing / Picking		
Postal Service	Purchasing Agent	Graphics	Painting		
Printing	Receptionist	Human Resources	Plumbing		
Real Estate	Shipping/Receiving	Legal Experience	Production Li ne		
Rental & Leasing Services	Welder	Loan Processor	Sewing Machine		
Repair & Maintenance	Word Processor	Mail Room	Sheet Metal Mechanic		
Stores – Retail		Managerial Experience	Shipping/Receiving		
Stores – Wholesale		Marketing/Sales	Soldering		
Technical		Medical Assistant	Stocker		
Telecommunications		Medical Billing	Wait Staff		
Transportation		Medical Transcription	Warehouse Worker		
Warehousing		Paralegal	Welding		
		Phones	L Spanish		
Military base access? Y / N Notary? Y / N Tw	ic? Y / N	P/T Clerical	S Adobe Photo Shop		
		Quality Control	Desktop Publishing		
Smoking Non-Smoking No Preference_	Minimum Acceptable Pay?	Real Estate	Email		
		Supervisory Experience	Internet		
Are you available Short-Term? Y / N Are	ou available Long-Term/ Perm ? Y / N	Switchboard	Macintosh		
		Tax Preparer	MS Access		
What shifts are you available? 1st 2nd 3rd Are y	rou on lay-off or subject to recall? Y / N	Telemarketing	MS Excel		
			MS Internet Explorer		
Do you have reliable transportation? Y / N	-		MS PowerPoint		
		I Assembly	MS Windows		
Are you on file with Employment Security Commission	on: Y / N	Auto Truck Mechanic	MS Word		
2 , 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	· · · ·	Bartender	Peachtree Accounting		
Are you currently registered with any other temporar	v service? Y / N	Building Maintenance	SAP		
If so, please list agency:		Cashier	Quick Books/ QBooks Pro		

Blue Arbor / AGCI / TESI Screening - Disclosure and Release

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In connection with my application for employment (including contract for services) with	
I hereby authorize and request, without any reservation, any present or former employer, school, law enforcement or consumer reporting agencies, or other persons or agencies having knowledge about me to furnish the above mentioned possession regarding me, in order that my employment qualifications may be evaluated.	
Upon proper identification, I have the right to inspect the files that the consumer reporting agencies noted above have or copy of information on me in their files upon furnishing proper identification and payment of any applicable fees	n me. I also have the right to make a request for a personal

I agree that such information that MCB Business Services, First Advantage, Lexis-Nexis or other similar services have or obtained regarding me, along with my employment history with you, may be supplied by them to other companies that subscribe to their services.

Name First, Middle, Ma	aiden and Last)	Social Security Number	Date of Birth	Sex	Race
MAIDEN / OTHER NAMES	S USED IN ASSOCIA	TION WITH SS #:			
		List all addresses for the pas	at 10 years		
Current Address (S	treet, City, State and	Zip Code)	County	Dates at the	nis Address
Previous Address (S	treet, City, State and	Zip Code)	County	Dates at the	nis Address
Previous Address (S	treet, City, State and	County	Dates at the	nis Address	
Previous Address (S	treet, City, State and	Zip Code)	County	Dates at the	nis Address
Previous Address (S	treet, City, State and	Zip Code)	County	Dates at the	nis Address
Previous Address (S	treet, City, State and	Zip Code)	County	Dates at the	nis Address
Previous Address (S	treet, City, State and	Zip Code)	County	Dates at the	nis Address
	XSin	nature of Candidate	Date		

Driver's License # and State

NOTICE TO APPLICANT

The information requested on this form is for the sole purpose of conducting a background investigation that includes, among other things, a criminal record check. The existence of a prior criminal record will not necessarily make you ineligible for employment. It is our policy to evaluate any adverse information obtained in the background investigation based on a range of factors including, but not limited to, employment history and the time, nature and jobrelatedness of the offense. The information on this form, along with the final report, will be held in confidence. Information regarding age, sex, race, religion, national origin and disability will not be a factor in the employment decision including, but not limited to, hiring, promotion, evaluation, compensation or termination.

LOCATIONS: PLACE A CH	ECK MARK BY THE LOCATIONS V	WHERE YOU ARE ABLE TO W	/ORK	
Atlantic Beach	Grantsboro	Kins		Sneads Ferry
Aurora	Greenville	More	ehead City	Swansboro
Bath	Gulf Breeze	Nava	arre	Vanceboro
Beaufort	Hampstead	New	Bern	Washington
Belhaven	Harkers Island	New New	port	Williamston
Cantonment	Havelock	Pam	lico County	Wilmington
Columbia	Holly Ridge	Pens	sacola	(other)
	Jacksonville	Pine	Knoll Shores	
EDUCATION				
School Name	Location (City & State)	Degree & Subject	Dates Attended (mo/yr to mo/yr)	Status (circle one)
High School				Completed Attending Not Completed
College				Completed Attending Not Completed
				Completed Attending Not Completed
	f a felony and/or misdemeanor wit or misdemeanor charge pending or			
JUST CAUSE FOR MY DISMISS	NSWERS GIVEN ARE COMPLETE AND SAL. THE COMPANY IS HEREBY AUTH OR PUBLIC RECORDS (INCLUDING C	HORIZED TO MAKE ANY INVEST	IGATION OF MY PREVIOUS EM	IPLOYMENT HISTORY, DRIVING
ONE OR MORE OF THE FOLLO Failure to call THE COMPANY Failure to call THE COMPANY number. Failure to accept a sunotification of my availability.	CED ON AN ASSIGNMENT FOR ONE ODWING CONDITIONS OCCUR, IT WILL at the end of each assignment to notif on a weekly basis to notify THE COMFuitable work assignment due to pay, quality the company of the condition	CONSTITUTE A VOLUNTARY RI by the Company of my availability PANY of my availability. Failure to ualification or location. THE COM	ESIGNATION/QUIT FROM MY E y (regardless of the reason for o notify THE COMPANY of a ch MPANY's receipt of an unemplo	MPLOYMENT WITH THE COMPANY: separation from the assignment). nange in my address and/or phone
Signature of Applicant	: <u>X</u>	Dat	te: X	

It is the policy of the Company to treat all applicants equally, whether or not they are members of minority groups, and according to their individual qualifications, ability, experience and other employment standards. We do not discriminate because of race, color, religion, national origin, sex, sexual orientation, age and presence of physical or mental disabilities, handicaps or military services as a Vietnam veteran. It is also the practice and policy of this Company to comply with all applicable federal, state and local labor laws.

REFERENCE CHECK FORM						
Applicant Authorization						
, (print name), authorize my former employer to furnish (staffing company) with the information requested on this form.						
Applicant Signature:	(Date: X
			** STO			
IN	NFORMAT					OUS EMPLOYERS
Work Reference						
Company Name:					Pho	ne #:
Contact Person/Title:					Job Title	e & Duties:
Employment Dates:			Reason for	Leaving:		Eligible for rehire? Yes No
Tools or Software used:						
		_				
	VERY GOOD	GOOD	AVERAGE	POOR	VERY POOR	COMMENTS
RELIABILITY						
ATTENDANCE						
QUALITY OF WORK						
COOPERATION						
WORK PERFORMANCE						
Additional Information:					,	