

APPLICATION FOR EMPLOYMENT

Please read before completing this application. Carolina Staffing Solutions, Inc. does not discriminate in hiring for employment on the basis of race, color, sex (including gender identity, sexual orientation and pregnancy), religion, national origin, on the basis of age with respect to persons 18 years or older, or disability. No question on this application is intended to secure information to be used for such discrimination. Complete all questions carefully. We advise that we intend to check references and hold you responsible for the accuracy of the statements you make on this application.

PERSONAL INFORMATION

Name _____ Today's Date _____
Last First Middle

Mailing Address _____
City State Zip

Home Phone # Cell Phone # Message Phone / Name

Person to notify in Case of Emergency / Relationship _____ Phone _____

Address _____
City State Zip

CIRCLE AND / OR FILL IN CORRECT RESPONSE

Are you a Student? Yes No

Do you have dependable transportation or your own car? Yes No

If no, explain how you will report to work: _____

Do you have a full-time job? Yes No

Are you eligible for employment in the US? Yes No Document No. _____

How were you referred? Yellow Pages Friend Newspaper Web Other _____

Have you ever been convicted of a misdemeanor? Yes No If yes, Explain:

Have you ever been convicted of felony? Yes No If yes, Explain:

Will you work as a Temporary Employee? Yes No

Are you interested in full time work? Yes No

Will you accept same day assignments? Yes No

Are you available for long term work? Yes No

Physical Limitations which would affect your work? List _____

Dates(s) available to work? _____ to _____

Circle Days available to work: M T W TH F SAT SUN

Day Hours: _____ Night Hours: _____

EDUCATION

Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
HIGH SCHOOL	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TRADE, BUSINESS SCHOOL	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MILITARY	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PREVIOUS EMPLOYERS (Last Position First)

1.	DATES FROM - TO	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER
	SALARY	LAST SUPERVISOR	TYPE OF WORK	REASON FOR LEAVING
2.	DATES FROM - TO	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER
	SALARY	LAST SUPERVISOR	TYPE OF WORK	REASON FOR LEAVING
3.	DATES FROM - TO	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER
	SALARY	LAST SUPERVISOR	TYPE OF WORK	REASON FOR LEAVING
4.	DATES FROM - TO	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER
	SALARY	LAST SUPERVISOR	TYPE OF WORK	REASON FOR LEAVING
5.	DATES FROM - TO	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER
	SALARY	LAST SUPERVISOR	TYPE OF WORK	REASON FOR LEAVING

Previous Temporary Employment

Temp Service	Dates	Companies Where Assigned	Dept./ Supervisor	Position / Skills	Pay Rate

Companies Applied For Employment

What Company?	When	Position Applied For	How Contacted?	Who Referred You?	Results

WORK OR EDUCATIONAL EXPERIENCE (ONLY)

(PLEASE LIST TOTAL YEARS AND MONTHS)

Administrative

Yr. / Mo.

___/___ Administrative Assistant
___/___ Executive Assistant
___/___ Office Manager
___/___ Receptionist
___/___ Computer Programmers
___/___ Switchboard Operator
___/___ Legal Assistant
___/___ Cashiers
___/___ Customer Service
___/___ Bank Teller

Accounting

Yr. / Mo.

___/___ Accounting/Inventory Clerk
___/___ Accounts Payable / Receivable
___/___ Cost Accounting
___/___ Payroll / Computer / General Ledger
___/___ FC Bookkeeper

Office Skills

Yr. / Mo.

___/___ Data Entry Clerks
___/___ WPM ___
___/___ Dictaphone
___/___ Dispatcher
___/___ Legal Terminology
___/___ Product Demonstrator
___/___ Filing
___/___ Mail Clerk
___/___ Telemarketer
___/___ Shorthand

Medical

Yr. / Mo.

___/___ Medical Receptionist
___/___ Tech, Labs, & X-Ray
___/___ Medical Billing and Coding
___/___ CNA I ___ or CNA II ___
___/___ CMA ___ or MOA ___
___/___ EMT
___/___ RN ___ or LPN ___
___/___ Phlebotomist
___/___ Transcriptionist
___/___ Medical Terminology

Software

Yr. / Mo.

___/___ Auto Cad
___/___ Microsoft Excel
___/___ Microsoft Word
___/___ Power Point
___/___ Photoshop
___/___ Microsoft Publisher
___/___ Outlook
___/___ Microsoft Office
___/___ Easy Access

___/___ Peachtree
___/___ Quickbooks Pro
___/___ Quicken

Professional

Yr. / Mo.

___/___ Engineering
___/___ Hotel Manager
___/___ Human Resources
___/___ Retail/Sales
___/___ Paralegal

Marketing

Yr. / Mo.

___/___ Corporate
___/___ Cold Calls
___/___ Telemarketing
___/___ Other _____

Drafting

Yr. / Mo.

___/___ CAD Operator
___/___ Drafter

Industrial

Yr. / Mo.

___/___ Assembly
___/___ Buffer
___/___ Electronic Assembly
___/___ Electronic Technician
___/___ Forklift
___/___ Foundry
___/___ Industrial Sewer
___/___ Inspection
___/___ Inventory
___/___ CDL Drivers A ___ or B ___
___/___ Loading / Unloading
___/___ Material Handling
___/___ Medical Assembly
___/___ Order Selector
___/___ Packaging
___/___ Plastics
___/___ Plating
___/___ Polisher
___/___ Sanding
___/___ Shipping & Receiving
___/___ Soldering
___/___ Warehouse
___/___ Sorting

Machine Operators

Yr. / Mo.

___/___ Boring Mill
___/___ CNC
___/___ Drill Press
___/___ Grinder
___/___ Hand Held Crane
___/___ Hoist
___/___ Injection Molding
___/___ Lathe
___/___ Metal Shear

___/___ Milling
___/___ Overhead Crane
___/___ Printing
___/___ Punch Press
___/___ Set Up
___/___ Turret Lathe

Skilled Positions/Trades

Yr. / Mo.

___/___ HVAC
___/___ CNC
___/___ Electrician
___/___ Machinest
___/___ Machine Maintenance
___/___ Millwright
___/___ Tool & Die
___/___ Welder Mig
___/___ Welder Spot
___/___ Welder Stick
___/___ Welder Tig
___/___ Pipe Fitter

Mechanics

Yr. / Mo.

___/___ Auto Mechanic
___/___ Diesel Mechanic

Construction

Yr. / Mo.

___/___ General Labor
___/___ Carpentry
___/___ Concrete Finisher
___/___ Concrete Worker
___/___ Masonry
___/___ Painting
___/___ Plumber
___/___ Blue Prints
___/___ Frame Carpenter
___/___ Finish Carpenter
___/___ Carpenter Helper
___/___ HVAC
___/___ Heavy Equipment Operator
___/___ Backhoe / Bulldozer
___/___ Track Hoe / Lull Operator

Safety Equipment

Yes/No

___/___ Hard Hat (OSHA)
___/___ Safety Vest
___/___ Safety Glasses
___/___ Steel Toe Boots
___/___ Gloves

Construction Tools

Yes/No

___/___ Hand Tools

Cleaning / Janitorial

Yr. / Mo.

___/___ Auto Detailer
___/___ Businesses / Offices
___/___ Condos
___/___ New Construction Sites
___/___ Residential Homes
___/___ Commercial
___/___ Hotels / Motels
___/___ Inspector

Hospitality

Yr. / Mo.

___/___ Banquet Servers
___/___ Bartender
___/___ Cook ___ Chef ___ Line ___
___/___ Dishwasher
___/___ Waitstaff
___/___ Host
___/___ Hostess
___/___ Bus Person
___/___ Kitchen Prep
___/___ Kitchen Manager
___/___ Snack Bar Attendant

Hospitality Attire

Yes / No

___/___ White Collar Shirt (button up)
___/___ Black Pants
___/___ Black Shoes
___/___ Tuxedo Shirt
___/___ Black Vest
___/___ Khaki Pants
___/___ White Collar Shirt (polo)

Golf Course

Yr. / Mo.

___/___ Pro Shop
___/___ Landscaping
___/___ Irrigation / Chemical License
___/___ Laborer

Maintenance

Yr. / Mo.

___/___ Building
___/___ Golf Course

TO THE APPLICANT

In filing this application with Carolinas Staffing Solutions, Inc., I hereby certify that the information set forth on this application is true and complete. Carolinas Staffing is authorized to check the references provided. I understand that if I am employed, any false information and/or omission on this application will be grounds for termination.

Employee Signature _____ Date _____ Phone # _____

For Office Use Only

Name:	Skills	Would Consider:	No Interest:
City:	1		
Wage: \$	2		
Distance:	3		

TYPE	DATE
C.B.C	
Drug Test	
T.B. Shot	
Physical	
Hep. B	

Remarks: _____

Safety Training Orientation/Video _____ Date Completed _____
NCDOC Background Check ___ Date _____ NRF ___ Misdemeanor ___ Felony ___
SCDOC Background Check ___ Date _____ NRF ___ Misdemeanor ___ Felony ___
BIB ___ Date _____ Misdemeanor ___ Felony _____

Customer	Dates		Length	Pay	Bill	Skill	Remarks
	From	To					

Office Manager _____ Date _____