



## Application for Employment

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "N/A." **Do not leave questions blank.** Be sure to sign when completed. Tempus-R-Us, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, age or disability in the employment or the provision of services.

### PERSONAL INFORMATION

<b>First Name:</b>	<b>Middle (Initial):</b>	<b>Last Name:</b>
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>
<b>Home Telephone:</b>	<b>Mobile Telephone:</b>	<b>Work Telephone:</b>
<b>Pager:</b>	<b>Fax:</b>	<b>Social Security Number:</b>
<b>Are you 18 years of age or older?</b> (please circle response) Yes    No	<b>Driver's License No.</b>	<b>State:</b>
<b>Do you have the legal right to work in the United States?</b> (please circle response)		Yes    No
<b>In case of emergency, please Contact:</b>		
<b>Contact Name:</b>		<b>Contact Telephone:</b>
<b>Which type of employment are you seeking?</b> (please circle response)		
Temporary	Direct Hire	Temporary to Hire
<b>Are you currently employed?</b> (please circle response)		Yes    No
<b>May we contact your current employer if applicable?</b> (please circle response)		Yes    No
<b>Have you ever applied to Temps-R-Us before?</b> (please circle response)		Yes    No

### EDUCATION

	School Name & Location	Dates	Year Graduated (If Applicable)	Subjects (If Applicable)
<b>High School:</b>				
<b>College:</b>				
<b>Business, Trade, or Tech. School(s):</b>				

**SKILLS (Please indicate years of experience with related skills-if not applicable enter "N/A")**

MS Word	MS Outlook	Alpha/Num. Data Entry	Customer Service
MS Excel	MS Publisher	Typing	Receptionist
MS Power Point	Internet Explorer	10-Key	Phone Skills
MS Access	Netscape Navigator	Payroll	Filing
Additional Skills:			

**AVAILABILITY/LOCATIONS (Please indicate dates and times available)**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Type of Preferred Work:
Geographical Preferences:
Minimal Acceptable Salary: \$ _____ /Hour

**PREVIOUS EMPLOYMENT (Please include ALL employment, begin with your current or last position and work back to your first and either attach your resume to this application or complete the below questions.)**

Date Month & Year	Name & Address of Employer	Ending Salary	Position Held	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

**REFERENCES**

Name	Address & Phone Number	Type of Business	Years Known

**PRESCREENING**

Temps-R-Us, Inc. has clients that require urine drug screens. Are you interested in being assigned to them? (please circle response)	Yes	No
Temps-R-Us, Inc. has clients that require background checks. Are you interested in being assigned to them? (please circle response)	Yes	No
<i>A "No" response to either of the above two questions simply means that you do not desire to work for companies with these requirements. Temps-R-Us, Inc. can still assign you to companies that do not have these requirements based on your qualifications.</i>		
Have you ever been convicted of any criminal offense, other than minor traffic violations? (please circle response)	Yes	No
If you answered "YES" to the above question, please list date(s) and description of offense(s):		

**AUTHORIZATION**

"I certify that the information I have provided in this application is true and complete to the best of my knowledge and I understand that one or more falsified statements within this application is grounds for dismissal."

"I authorize the investigation of all statements contained herein and, the references and employers listed within, to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I release the company from all liability for any damage that may result from use of said information."

"I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S."

"I understand that some Clients require checks with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes."

"I understand that in order to be paid, I must submit a client-approved timesheet."

"I understand that in the event Client should request and be granted an adjustment in hours billed due to dissatisfaction in (a) work performed by Employee, or (b) hours reported by Employee, Employee compensation will be adjusted accordingly."

"I agree I have voluntarily resigned my employment with Temps-R-Us, Inc. if:

1. I do not show up on my job assignment and do not call Temps-R-Us, Inc.
2. I do not contact Temps-R-Us, Inc. immediately after completing each assignment.
3. I do not contact Temps-R-Us, Inc. on a weekly basis thereafter with my availability status. I have been advised that if I do not contact Temps-R-Us, Inc. in accordance with these standards, any unemployment benefits I file may be denied."

\_\_\_\_\_ initial

"I understand that the ABANDONMENT POLICY states that if I walk off the job before the end of the day, or do not return to complete the assignment without prior notice and approval of Temps-R-Us, Inc., I will have abandoned the assignment and the hourly rate of pay will automatically drop to minimum wage for the hours actually worked. I understand that abandoning the assignment is grounds for immediate termination."

**This application must be signed:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE

**TESTING (For Office Use Only)**

<b>Test</b>	<b>Score</b>	<b>Test Date/Test Site</b>
<b>MS Word</b>		
<b>MS Excel</b>		
<b>MS Power Point</b>		
<b>MS Access</b>		
<b>Alpha/Num. D.E.</b>		
<b>10-Key</b>		
<b>Typing</b>		
<b>Customer Service</b>		

**INTERVIEWER'S COMMENTS**

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<b>Abilities:</b>	<b>Hire Date:</b>	<b>Beginning Salary/Wages:</b>
<b>Notes:</b>	<b>Release Date:</b>	<b>Ending Salary/Wages:</b>