



Name: _____ Cell Phone: _____
 _____ Home Phone: _____
 _____ Middle Initial _____ Emergency: _____
 Address: _____
 _____ Street _____ City _____ State _____ Zip _____
 E-Mail Address: _____ Phone Carrier: _____

STAFF USE
 Entered by: _____
 Date: _____

Are you eligible to work in the US? YES _____ NO _____ Social Security Number: _____
 Are you at least 18 years of age? YES _____ NO _____

EMPLOYMENT HISTORY (start with most current)

RESUME ATTACHED? _____

Employer Name	City/State	Your Job Title	From Month/Year	To Month/Year	Reason for Leaving

Please explain all gaps of 2 weeks or more between jobs:

From MO/YR	To MO/YR	Reason

SKILLS (check all you have done):

INDUSTRIAL

ADMINISTRATIVE

- ___ Assembly
- ___ Machine Operator
- ___ General Labor
- ___ Quality Control
- ___ Warehouse
- ___ Material Handler
- ___ Picker/Packer
- ___ Forklift (type: _____)
- ___ Blueprints, Micrometers, Calipers
- ___ Maintenance - Building
- ___ Maintenance - Machinery
- ___ Greenhouse/Nursery/Landscaping
- ___ Soldering
- ___ List any other skills you have and programs you've used: _____

- ___ Data Entry
- ___ Receptionist
- ___ Customer Service
- ___ Inventory
- ___ Word
- ___ Excel
- ___ Powerpoint
- ___ Outlook
- ___ Accounting Software (list: _____)
- ___ A/P
- ___ A/R
- ___ Bookkeeping
- ___ Sales
- ___ List any other skills you have and programs you've used: _____

STAFF USE ONLY

INDUSTRY EXPERIENCE: What industries have you worked in? _____

EDUCATION

High School Diploma
 GED
 Some College
 Associate
 Bachelor
 Other: _____

How did you hear about us?

Walk in
 Website
 Facebook
 Indeed
 Flyer/Ad
 Client
 Other: _____
 Friend: _____

HOURS AVAILABLE:

	SUN	MON	TUES	WED	THURS	FRI	SAT
FROM							
TO							

Shifts you desire: _____1st _____2nd _____3rd
 Do you have transportation available? _____
 How many miles would you like to travel for a job? _____
 What is your desired pay range? _____

- I authorize Compass Staffing Solutions (Compass Staffing) and all former employers given by me as references to answer all questions and to give all information in connection with this application or in any way concerning me, my character and my conduct during my time of employment.
- I authorize Compass Staffing Solutions to conduct a criminal background check and release Compass Staffing and all their agents from any and all liability, which may result from furnishing such information.
- I acknowledge that if accepted for employment, I will be working for Compass Staffing on their payroll, at their client’s premises. I also acknowledge that wage issues are to be discussed only with Compass Staffing personnel. I agree to contact Compass Staffing if I am moved to a different position at the client than the one I was originally sent for as different positions may have different pay rates and could result in an increase of my pay.
- I acknowledge that any trade secret information I learn from Compass Staffing or their client is to be kept confidential and not shared with competitors of the client or Compass Staffing.
- It is understood and agreed upon that misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Compass Staffing.
- I agree to submit to an examination by physicians of selection by Compass Staffing if an injury occurs while on the job. I authorize the release of any and all medical information to Compass Staffing in the event of an injury.
- I agree to drug testing, either random, for cause or pre-employment, at any time as requested by an agent or employee of Compass Staffing or an agent of the assigned client. I understand that refusal to submit to a drug test or a positive result may result in immediate termination.
- I will hold Compass Staffing harmless for any claims including, but not limited to, personal injury or illness as a result of my providing false or misleading information.
- I understand this application is not an employment contract and, if hired, any job I may have with Compass Staffing is considered at will employment. I agree to contact Compass Staffing upon conclusion of an assignment. Failure to do so is assumed as a voluntary quit and I am no longer looking for work and should be deemed inactive.
- Applications will be rejected if any extraneous information is included that was not requested.
- Compass Staffing is an Equal Opportunity Employer and provides employment to all without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing or service in the military or any other protected class.
- **I agree to contact Compass Staffing to act as my agent before accepting any offer of employment at the Client location – whether with the client or through another agency.**

I have read and understood all of the above. I forever release, absolve, and indemnify to the fullest extent allowed by law, Compass Staffing Solutions and all providers of information for releasing and obtaining any information arising from any and all sources. My signature authorizes Compass Staffing to text me with job opportunities.

Applicant Signature _____

Date _____