



Application for Employment

An Equal Opportunity Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except for signature on back of Application. All information given will be available only to persons who have a "need to know" or as required by law. This company will make reasonable accommodation in the application process, if needed.

This application is current only for ninety (90) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to complete a new application.

NAME (Print) _____ TODAY'S DATE _____
Last First Initial

PRESENT ADDRESS _____ TEL. NO. _____
No. Street City State Zip Day Evening

Position applied for? _____ When are you available for employment? _____

Which type of employment are you seeking: Full-time _____ Part-time _____ Temporary or Summer _____ email address: _____

RECORD OF EMPLOYMENT

1. Name of Current/Most Recent Employer (Company Name)		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

May we contact your current employer? Yes _____ No _____

2. Name of Next Previous Employer (Company Name)		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

3. Name of Next Previous Employer (Company Name)		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

Turn over for second page

If you have experience in any of these classifications, please enter months or years in the space provided:

Data Entry _____ Receptionist _____ Payroll/Bookkeeping/Taxes (Circle all that apply) _____ Legal Office _____ Computer skills _____
 Internet Communications _____ Word _____ Excel _____ Access _____ Publisher _____ PowerPoint _____ HRIS System _____
 Concrete _____ Construction _____ Carpentry _____ Janitorial _____ Forklift driving _____ (ever certified?) _____
 Maintenance/Mechanical (industrial) _____ Electrical _____ PLC experience _____
 Welding (List Types) _____ Painting _____ Assembly _____ Food Processing _____
 Lab/Q.A. _____ Field Work (type) _____ General Labor _____ Sanitation _____ Raw Receiving _____
 List Other Skills or Programs _____

What Languages do you Speak?: _____ Read?: _____ Write?: _____

EDUCATION (Circle last year completed)	SCHOOL NAME	DIPLOMA or GED	Year Completed
High School 1 2 3 4	_____	YES / NO	_____
College (Or other job-related education)	_____	Major: _____	Degree: _____ (List Type & Year Completed)

If you are an experienced/certified operator of any plant machinery/equipment, please indicate below: Other job related skills:

SECURITY Have you ever been convicted of an offense against the law (other than minor traffic violations), or are you now under charges for any offense against the law? No _____ Yes _____ (Note: A conviction or imprisonment will not necessarily disqualify an applicant.)

Are you authorized to work in the United States? Yes _____ No _____

(Federal Law requires proof of identity and employment authorization for all new employees.)

Do you have a valid driver's license? Yes _____ No _____ License Number and State Issued: _____

Are you able to work rotating shifts? YES / NO : 1ST SHIFT YES / NO 2ND SHIFT YES / NO 3RD SHIFT YES / NO

Emergency Contact _____ **Phone#** _____

This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, educational institutions, financial sources, custodians of official records or other sources. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph, including criminal background checks. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

I understand that any job offer that may be extended to me can be contingent upon the successful completion of a drug and alcohol test, and/or a criminal background check. A random drug screen may be administered at any time during my employment with Best Human Resource Solutions Inc., as all client companies are drug/alcohol free facilities. A positive test result may be constituted as willful misconduct and will result in corrective action, up to and/or including termination.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. I understand that Best Human Resource Solutions is a staffing agency that contracts with numerous employers. I also understand that I must check in for work on a weekly basis in order to be considered as actively seeking work. I further understand and acknowledge that, if hired, I am required to check in on a weekly basis for additional work if/when a job assignment ends for any reason including, but not limited to, termination, voluntary quit, lay-off or lack of work. I understand that failure to check in every week will be considered as a voluntary quit from the company, Best Human Resource Solutions. **I also understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract.** I have had an opportunity to have my questions about the contents and intents of this statement and I answered and understand its terms.

Date

Signature of Applicant

*** Please complete all information requested below. It is necessary for us to verify, for our clients, the following:

Name (print as on Social Security Card) _____

Social Security Number: _____ - _____ - _____

Date of Birth (Day/Month/Year): _____ / _____ / _____

Signature: _____

I understand that I am an employee of **Best Human Resource Solutions Inc.**

I understand that I represent Best Human Resource Solutions at any job to which I am assigned. If there are any questions or concerns, they are to be directed to Best at 509-764-4240. If you accept a job assignment through Best, and for any reason do not show up at the assigned time or do not finish the entire shift (walking off), it may be considered a voluntary quit by/from Best Human Resource Solutions directly. **There is NO EXCUSE for being a NO CALL NO SHOW or quitting in mid shift and such behavior will not be tolerated.**

It is your responsibility to get to the workplace on time and be properly prepared for your job assignment. **If for any reason**, you are unable to make your work shift, you must to notify both Best Human Resource Solutions, as well as the appropriate contact person at the job site to which you are assigned, as soon as possible. Most client companies require a 2-hour notice to be considered a reasonable amount of time. **The number for Best Human Resource Solutions is 509.764.4240. Messages are taken 24 hours a day.** If hired, you will be provided with contact information for the job site you are assigned to at that time.

It is your responsibility to follow all safety rules, regulations, and policies set forth by any job site you are placed with. **You are responsible** for any equipment issued to you and will be held accountable for the cost of it, if not returned upon leaving the job site. Each employee should use their knowledge and influence to perform their specific tasks to the best of his/her ability and to prevent accidents in the job place. Employees will regard the safety and health of fellow employees at all times. When entering different or unfamiliar work areas, be aware of work being done around you and familiarize yourself with any required safety precautions. **All worksites are alcohol and drug free facilities. NO TOLERANCE POLICY!**

If there is an accident or injury at the job site occurs, you are required to notify your job site supervisor and Best Human Resource Solutions immediately. If Medical attention is required, please go to Confluence Health, Occupational Medicine, located at 840 E. Hill Avenue in Moses Lake. Fill out the appropriate paperwork, listing Best Human Resource Solutions as your employer.

Timesheets are kept on a weekly basis starting on Sunday and ending with Saturday.

It is your responsibility to keep your own time, clock in and out, and/or return your time card to the appropriate person/location at the end of each week. If the **TIME CARD/SHEET** is not turned in on time or you forget to clock in or out, **your PAYCHECK** will be delayed! Paychecks are available each Thursday, after 8 AM, for time worked the prior week.

I have read, acknowledge and understand the above.

Date

Signature of Applicant