

Application for Employment

Wlodawsky Professional Staffing Services is an equal opportunity employer, and as a matter of policy, we do not discriminate on the basis of race, color, gender, national origin, ancestry, religion, age, disability, and any other legal protected basis. Information provided on this application will not be used for any discriminatory purposes. Wlodawsky Professional Staffing Services complies with all applicable federal and state non-discrimination laws and regulations. Wlodawsky Professional Staffing Services will provide reasonable accommodations in the application or interviewing process. If you need a reasonable accommodation in the application or interviewing process, please contact the branch office or Human Resources.

Please Print

Position(s) applied for _____ Date Available _____
 Type of employment desired Full Time Part Time Indicate number or hours per week desired _____
 Name _____ Social Security # _____
 Last, First, Middle (List name as it is registered with the Social Security Administration)

Please list any other names you have used in the past _____
 Address _____

Street Address, City, State Zip

Home Telephone # () - _____ Other Phone # () - _____

E-mail Address _____

Have you ever worked for Wlodawsky Professional Staffing Services before? Yes No

If yes, Temporary or Staff Location _____

Are you 18 years or older? Yes No

Can you provide documentation to verify your identity and legal authority to work in the United States? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain _____ (Conviction will not necessarily be a bar to employment. Wlodawsky Professional Staffing Services will consider the date and job-relatedness of the conviction.)

Have you ever been discharged from any position (excluding layoffs)? Yes No

If yes, please explain _____

Have you ever been asked to resign from any position (excluding layoffs)? Yes No

If yes, please explain _____

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Computer Proficiencies

Please list software programs and level of proficiency (B = Beginner, I = Intermediate, A = Advanced) next to each software program.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Educational Background

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL OR EQUIVALENT				
COLLEGE		MAJOR	DEGREE	
OTHER				

References

WORK RELATED

NAME	TELEPHONE	YEARS KNOWN
	() -	
	() -	
	() -	

Employment History

Starting with your present or most recent employer, list in consecutive order all employment (past four [4] positions). Volunteer activities may be provided if you have not had 4 prior positions. You are welcome to attach your resume, but we require you to fully complete the application.

FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		TOTAL COMPENSATION BASE SALARY \$ PER	AVERAGE BONUS \$ FREQUENCY

ADDITIONAL COMMENTS

FROM	TO	EMPLOYER	TELEPHONE () -
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ADDITIONAL COMMENTS

AN EQUAL OPPORTUNITY EMPLOYER

Should we contact you before contacting your present employer? Yes No

By submitting the application, I certify that the above information is correct to the best of my knowledge and understand that any omission or false information may disqualify me from further consideration and/or result in my termination if I am hired.

I authorize Wlodawsky Professional Staffing Services to fully investigate my background, including but not limited to contacting and obtaining information regarding my past employment and education. I further release and hold harmless Wlodawsky Professional Staffing Services, its officers, employees, and agents, and persons providing any information about me from any and all claims arising from investigating or providing information regarding my background.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and Wlodawsky Professional Staffing Services reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Wlodawsky Professional Staffing Services, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by any authorized officer.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____

Date _____