



# INTEGRIS

## Staffing Solutions

*Our people are the ones who make the difference*

### EMPLOYMENT APPLICATION

Social Security: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle I: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home #: ( ) \_\_\_\_\_ Alt#: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

Work Location (s) Desired: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ Salary/Pay Desired: \_\_\_\_\_

Days/Hrs Available: \_\_\_\_\_ Position Desired #1: \_\_\_\_\_

Position Desired #2: \_\_\_\_\_

Interviewer's Notes/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials of Interviewer: \_\_\_\_\_

EDUCATION	NAME OF SCHOOL	CITY/STATE	DATES ATTENDED	DEGREE
High School				
College/University				
Graduate School				
Technical School				

Other Staffing/ Temporary agencies you have worked for:

STAFFING SERVICE	COMPANY YOU WERE ASSIGNED TO?	SUPERVISORS NAME

Have you ever been convicted of a crime?  Yes  No

Do you have any special needs?  Yes  No

Summarize and special skills or qualification, which make you an excellent candidate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# EMPLOYMENT HISTORY

PREVIOUS EMPLOYER	ADDRESS:	CITY:	STATE:	ZIP:	PHONE:
EMPLOYMENT DATES	REASON FOR LEAVING:				ENDING PAY
FROM:                      TO:					
POSITION HELD:	SUPERVISOR'S NAME				
BRIEF JOB DESCRIPTION/ RESPONSIBILITIES: _____					
_____					
_____					

PREVIOUS EMPLOYER	ADDRESS:	CITY:	STATE:	ZIP:	PHONE:
EMPLOYMENT DATES	REASON FOR LEAVING:				ENDING PAY
FROM:                      TO:					
POSITION HELD:	SUPERVISOR'S NAME				
BRIEF JOB DESCRIPTION/ RESPONSIBILITIES: _____					
_____					
_____					

PREVIOUS EMPLOYER	ADDRESS:	CITY:	STATE:	ZIP:	PHONE:
EMPLOYMENT DATES	REASON FOR LEAVING:				ENDING PAY
FROM:                      TO:					
POSITION HELD:	SUPERVISOR'S NAME				
BRIEF JOB DESCRIPTION/ RESPONSIBILITIES: _____					
_____					
_____					

**Temporary Associate Acknowledgement:**

This agreement is made by the undersigned that is employed by Integrus Staffing Solutions. Effective September 1<sup>st</sup> 1993, a temporary employee of a temporary help firm is deemed to have left the last work voluntarily without good cause connected with the work if the employee does not contact the temporary help office in person or by phone to make him/her available for reassignment upon completion of an assignment. A temporary employee is not deemed to have left work without good cause unless the employee has been advised of the obligation to contact the temporary help firm upon completion of assignment and that unemployment benefits may be denied for failure to do so. I acknowledge my responsibility to contact Integrus Staffing Solutions upon completion of each and every temporary assignment. Failure to do so may disqualify and unemployment benefits for which said applicant may have otherwise been eligible.

**Background Checks/ Drug Testing Acknowledgement:**

I authorize Integrus Staffing Solutions to make such investigations and inquire of my personal, employment, financial, medical, or criminal history, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in conjunction to my application. I authorize and request all persons, schools, corporations, credit bureaus, courts, law enforcement agencies, healthcare providers, armed forces, employment commissions, and all government agencies to release any and all information without restriction or qualification. I authorize a Photostat of the release to be considered as effective and valid as the original. All results will be proprietary and confidential and will not be provided to any parties other than the company or its legal representatives. I am aware that I have the right to request the nature and scope of the results reported from the company hired to conduct the research (if any). I voluntarily waive all recourse and release the requested parties from liability for complying with this request. I understand that Integrus Staffing Solutions and its customer's are committed to providing a Drug Free Workplace. At my request I will be provided with a copy of the Integrus Staffing Solutions drug abuse and testing policy. I understand that Integrus Staffing Solutions may require a drug test upon application for employment, randomly, post accident, or for just cause. I further understand that this test may be random or involve all people employed by Integrus Staffing Solutions in a particular department or assignment. My signature to this application acknowledges my consent and/ or release to be personally tested its employees to insure personnel do not report for assignment with illegal drugs, and/or legal drugs illegally ingested into their systems.

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Please read and sign the following:**

Upon acceptance of employment with Integrus Staffing Solutions, I agree to the following: I will report to my assignment as per required hours until the duties are completed. I will not leave the assignment without prior approval from both the client and Integrus Staffing Solutions; I also understand if I abandon the job assigned I will be subject to receiving minimum wage. I understand that if I do so, it will be considered a voluntary quit. I will follow the directions and perform the job duties as explained to me upon acceptance of each new assignment and understand that refusal to do so may result in termination. I will be professional and courteous at all times. I will wear appropriate work attire according to the work environment of each assignment. I will notify Integrus Staffing Solutions if I report to an assignment and the job duties are different from what I was told. I will address all problems and concerns with Integrus Staffing Solutions, never the client. I understand that Integrus Staffing Solutions will communicate with the client for me. If I am late or absent to an assignment, I will notify Integrus Staffing Solutions. I understand that I will have a number in which contact can be made 24 hours a day (817) 210-6202 and if I do not show up for work and do not call to notify Integrus Staffing Solutions, I will be considered to have abandoned my job with may result in disciplinary action up to and including termination. I will notify Integrus Staffing Solutions of my availability as soon as my assignment ends and on a weekly basis make contact with the Integrus Staffing Solutions. I understand that failure to do so will be considered a voluntary quit and I may be disqualified from receiving unemployment benefits. I understand that the assignments vary in length and are subject to termination at any time without notice and that my employment with Integrus Staffing Solutions is also subject to termination at any time without notice. I understand that I will not be paid until I present a completed and accurate timesheet, which has been signed by both the client and I. I also understand that any falsification of company timesheets will result in immediate termination. I understand that timesheets may be submitted to your office in person, by fax, or by mail and that I also have the option of picking up my paycheck or having it mailed to the address on file with your office. If for any reason my address changes I agree that I may be subject to an additional \$25 check fee for any payroll checks that Integrus Staffing Solutions has to re-cut because of my failure to notify them of my address change. I agree to notify Integrus Staffing Solutions of any on the job accidents or injuries immediately, as well as keep you informed of any unsafe conditions at the client site. I will notify Integrus Staffing Solutions in writing of any changes to my address, phone number, or any other information affecting my availability. I understand that Integrus Staffing Solutions and not the client employ me and that I am not eligible to participate in any client profit sharing, pension, welfare benefits, bonus or other compensation or benefit plans. I agree to never discuss pay rates or any other business information to either the client or co-workers. I will notify Integrus Staffing Solutions if any client offers me direct employment. I will always make Integrus Staffing Solutions aware of any discrimination, sexual harassment, or any other problems I may experience on assignment. I am aware that Integrus Staffing Solutions has a drug free workplace policy. I understand that failure to comply with such policy with make me ineligible for continued employment and is considered a voluntary quit. I have read and will abide by the standards of Integrus Staffing Solutions. I understand that the quality of service that I provide to Integrus Staffing Solutions clients allows me continual consideration for assignments.

Applicant Signature \_\_\_\_\_

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

Integrus Staffing Solutions Recruiter \_\_\_\_\_

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

**WAREHOUSE** \_\_\_\_\_ **YRS/ EXPERIENCE** \_\_\_\_\_  
 Order Picking \_\_\_\_\_  
 Shipping/ Receiving \_\_\_\_\_  
 Inventory Control \_\_\_\_\_  
 Management/ Supervisor Exp. \_\_\_\_\_  
 Virginia-Warehouse \_\_\_\_\_  
 Forklift Operator \_\_\_\_\_  
 Other: \_\_\_\_\_

**ACCOUNTING** \_\_\_\_\_ **YRS/ EXPERIENCE** \_\_\_\_\_  
 Accounts Payable \_\_\_\_\_  
 Accounts Receivable \_\_\_\_\_  
 Cash Applications \_\_\_\_\_  
 Management Experience \_\_\_\_\_  
 Collection \_\_\_\_\_  
 Payroll Processing \_\_\_\_\_  
 ADP Experience \_\_\_\_\_  
 Credit/ Collections \_\_\_\_\_

**RETAIL/ CUSTOMER SVC** \_\_\_\_\_ **YRS/ EXPERIENCE** \_\_\_\_\_  
 Floor/ Sales \_\_\_\_\_  
 Stocking \_\_\_\_\_  
 Cashier \_\_\_\_\_  
 Store Supervisor/ Manager \_\_\_\_\_  
 Number of employees you managed \_\_\_\_\_  
 Virginia-Retail Sales \_\_\_\_\_  
 Other: \_\_\_\_\_

**SKILL TRADES** \_\_\_\_\_  
 Maintenance \_\_\_\_\_  
 Electrician \_\_\_\_\_  
 Welder \_\_\_\_\_  
 Auto Mechanic \_\_\_\_\_  
 Diesel Mechanic \_\_\_\_\_  
 Other: \_\_\_\_\_

**OFFICE SOFTWARE** \_\_\_\_\_  
 Data Entry KSPH \_\_\_\_\_  
 Alpha/ Numeric \_\_\_\_\_  
 Numeric \_\_\_\_\_  
 MS Word \_\_\_\_\_  
 MS Excel \_\_\_\_\_  
 PowerPoint \_\_\_\_\_  
 MS Access \_\_\_\_\_  
 Word Perfect \_\_\_\_\_  
 Peachtree \_\_\_\_\_  
 SAP \_\_\_\_\_  
 QuickBooks \_\_\_\_\_

**HUMAN RESOURCES/ STAFFING** \_\_\_\_\_  
 Human Resources Assistant \_\_\_\_\_  
 Human Resources Manager \_\_\_\_\_  
 Human Resources Director \_\_\_\_\_  
 Generalist \_\_\_\_\_  
 Recruiter \_\_\_\_\_  
 Staffing Specialist \_\_\_\_\_  
 Branch Manager \_\_\_\_\_  
 Supervisor \_\_\_\_\_

**MANUFACTURING** \_\_\_\_\_  
 Assembly \_\_\_\_\_  
 Production \_\_\_\_\_  
 Machine Operator \_\_\_\_\_  
 Quality Assurance Inspector \_\_\_\_\_

**INFORMATION TECHNOLOGY** \_\_\_\_\_  
 Desktop Support \_\_\_\_\_  
 Computer Repair \_\_\_\_\_  
 Database Administrator \_\_\_\_\_  
 Web Developer \_\_\_\_\_  
 Technical Support (Phone) \_\_\_\_\_  
 Network Technician \_\_\_\_\_  
 Network Administrator \_\_\_\_\_  
 Software Engineer \_\_\_\_\_  
 Software Developer \_\_\_\_\_  
 MCSE \_\_\_\_\_  
 MCE \_\_\_\_\_  
 Other Certifications \_\_\_\_\_

**FOOD HANDLING/ CONCESSIONS** \_\_\_\_\_  
 Concessions \_\_\_\_\_  
 Cashier \_\_\_\_\_  
 Cook \_\_\_\_\_  
 Shift Leader \_\_\_\_\_  
 Supervisor/ Manager \_\_\_\_\_  
 Games Attendant \_\_\_\_\_

**ELECTRONICS** \_\_\_\_\_  
 Elec. Assembly \_\_\_\_\_  
 Soldering \_\_\_\_\_  
 Blue Prints \_\_\_\_\_  
 Quality Control \_\_\_\_\_

**MANAGEMENT EXPERIENCE** \_\_\_\_\_  
 Supervisors Experience \_\_\_\_\_  
 Management Experience \_\_\_\_\_  
 Hiring \_\_\_\_\_  
 Terminations \_\_\_\_\_  
 Training \_\_\_\_\_  
 Purchasing \_\_\_\_\_  
 Inventory Control \_\_\_\_\_

**HOTEL/ HOSPITALITY** \_\_\_\_\_  
 Housekeeping \_\_\_\_\_  
 Front Desk \_\_\_\_\_  
 Night Audit \_\_\_\_\_  
 Banquet Server \_\_\_\_\_  
 Cook \_\_\_\_\_  
 Dishwasher \_\_\_\_\_  
 Valet \_\_\_\_\_  
 Room Service \_\_\_\_\_  
 Bartender \_\_\_\_\_  
 General Help \_\_\_\_\_  
 Maintenance \_\_\_\_\_  
 Host/ Hostess \_\_\_\_\_

**BANKING/ FINANCE** \_\_\_\_\_  
 Teller \_\_\_\_\_  
 Online Banker \_\_\_\_\_  
 Personal Banker \_\_\_\_\_  
 Member Services Representative \_\_\_\_\_  
 Loan Officer \_\_\_\_\_  
 Loan Processor \_\_\_\_\_  
 Branch Manager \_\_\_\_\_  
 Lock Box \_\_\_\_\_  
 Underwriter (Commercial/ Mortgage) \_\_\_\_\_  
 Credit Union Experience \_\_\_\_\_

**TRAINING/ INSTRUCTOR** \_\_\_\_\_  
 Corporate Trainer \_\_\_\_\_  
 Instructor \_\_\_\_\_  
 Business School \_\_\_\_\_  
 College/ University \_\_\_\_\_  
 Technical/ Trade School \_\_\_\_\_

**SHIFT PREFERRED** \_\_\_\_\_  
 Bilingual Spanish & English \_\_\_\_\_  
 French \_\_\_\_\_  
 Spanish Only \_\_\_\_\_  
 Other \_\_\_\_\_

**GENERAL OFFICE** \_\_\_\_\_  
 Filing \_\_\_\_\_  
 Receptionist \_\_\_\_\_  
 Administrative Assistant \_\_\_\_\_  
 Data Entry \_\_\_\_\_  
 Customer Service \_\_\_\_\_  
 # of Yrs in a Call Center \_\_\_\_\_  
 Tech Support/ Help Desk \_\_\_\_\_  
 Multi-Line Phone \_\_\_\_\_  
 # of Lines \_\_\_\_\_

**SALES** \_\_\_\_\_  
 Inside Sales \_\_\_\_\_  
 Outside Sales \_\_\_\_\_  
 Cold Calling \_\_\_\_\_  
 New Business Development \_\_\_\_\_  
 Account Management \_\_\_\_\_  
 # of Account Managed \_\_\_\_\_  
 Sales Management \_\_\_\_\_

**SHIFT PREFERRED** \_\_\_\_\_  
 1<sup>st</sup> Shift \_\_\_\_\_  
 2<sup>nd</sup> Shift \_\_\_\_\_  
 3<sup>rd</sup> Shift \_\_\_\_\_  
 Overtime \_\_\_\_\_  
 Weekends \_\_\_\_\_  
 Part-time \_\_\_\_\_

**OTHER SKILLS (Please list)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR COMPANY USE ONLY**

Date Entered: \_\_\_\_\_

Initials: \_\_\_\_\_

Background Check: \_\_\_\_\_

Initial: \_\_\_\_\_

# AGREEMENT AND WAIVER

In consideration of my assignment to CLIENT by INTEGRIS STAFFING SOLUTIONS, I agree that I am solely an employee of Integris Staffing Solutions for benefits plan purposes and that I am eligible only for such benefits as entitled to participate in any benefit plan offered by Integris Staffing Solutions, its parent company, affiliates, subsidiaries, or successors to any of its direct employees, regardless of the length of my assignment to the CLIENT by INTEGRIS STAFFING SOLUTIONS and regardless of whether I am held to be a common-law employee of the CLIENT for any purpose, and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I may have, now or in the future, to such benefits and agree not to make any claim for such benefits.

ASSIGNED ASSOCIATE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

INTEGRIS STAFFING SOLUTIONS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# ASSIGNMENT OF COPYRIGHT AND PATENTS

In connection with my assignment to provide services to CLIENTS of Integris Staffing Solutions, I agree that any and all discoveries and/ or inventions (which shall include improvements and modifications) relating to work I perform while providing services to the CLIENT, or relating to matters disclosed to me by the CLIENT in connection with work to be performed, or suggested by such matters, whether or not patentable, which discoveries and/ or inventions are made or conceived by me solely or jointly with others, during the term of my assignment (regardless of whether conceived or developed during work hour) or during a period of one (1) year thereafter, shall be the property of the CLIENT as "work made for hire" to the extent provided by sections 101 and 201(b) of the Copyright Act, 17 U.S.C. 101 et seq., and such discoveries and/ or inventions shall be promptly disclosed to the CLIENT. The CLIENT shall have the right to file and prosecute, at its own expense, all patent applications, whether, U.S. or foreign on said discoveries and/ or inventions. I shall, during any assignment to the CLIENT or at any time thereafter, provide to the CLIENT all documents, information, and assistance requested for the filing or prosecution of any such patent application, for the preparation, prosecution, or defense of any legal action or application pertaining to such discoveries and/ or inventions and for the assignment or conveyance to the CLIENT of all rights, titles, and interest in and to such discoveries and/ or inventions, patent applications, and letters patent issuing thereon.

ASSIGNED EMPLOYEE

WITNESS

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Integris Staffing Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ASSIGNED EMPLOYEE CONFIDENTIALITY AGREEMENT

DATE: \_\_\_\_\_

As a condition of my assignment by Integris Staffing Solutions to the CLIENT, I hereby acknowledge and agree as follows:

I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at the CLIENT or that I learn about during such assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to the CLIENT or its operating methods and procedures that come to my attention as a result of this agreement.

Under no circumstances shall I remove copies or documents from the premises of the CLIENT.

I understand that I shall be responsible for any direct or consequential damages resulting from any violation of this agreement.

The obligation of this Agreement shall survive my employment by Integris Staffing Solutions.

**ASSIGNED EMPLOYEE**

**WITNESS**

\_\_\_\_\_  
Applicant's Signature  
Signature

\_\_\_\_\_  
Integris Staffing Solutions Rep.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date