

Social Security #: _____ Date: _____

Last Name: _____ First Name: _____ Middle I: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Home #: () _____ Cell#: _____

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

Employer Use Only

Client: _____

Position: _____

Pay Rate: _____

Bill Rate: _____

Start Date: _____

End Date: _____

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 INTEGRIS Staffing, LLC. Effective September 1st 2006, 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 firm 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 INTEGRIS Staffing, LLC upon completion of each and every temporary assignment. Failure to do so may disqualify any unemployment benefits for which said applicant may have otherwise been eligible.

Background Checks/ Drug Testing Acknowledgement:

I authorize INTEGRIS Staffing, LLC 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 INTEGRIS Staffing, LLC and its customers are committed to providing a Drug Free Workplace. At my request I will be provided with a copy of the INTEGRIS Staffing, LLC drug abuse and testing policy. I understand that INTEGRIS Staffing, LLC 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 INTEGRIS Staffing, LLC in a particular department or assignment. My signature to this application acknowledges my consent and/or release to be personally tested to insure that INTEGRIS Staffing, LLC 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 INTEGRIS Staffing, LLC, 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 INTEGRIS Staffing, LLC; I understand if I abandon the job assignment I will be subject to receiving minimum wage. I also understand that if I abandon the job assignment, 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 INTEGRIS Staffing, LLC 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 INTEGRIS Staffing, LLC, and never with the client. I understand that INTEGRIS Staffing, LLC will communicate with the client for me. If I am late or absent to an assignment, I will notify INTEGRIS Staffing, LLC. I understand that I have a phone number in which contact can be made 24 hours a day. The telephone number is **817-210-6202**. If I do not show up for work and do not call to notify INTEGRIS Staffing, LLC, I will be considered to have abandoned my assignment which may result in disciplinary action up to and including termination.

I will notify INTEGRIS Staffing, LLC of my availability to work as soon as my assignment ends. I will contact INTEGRIS Staffing, LLC on a weekly basis to let them know I'm available to work. I will notify INTEGRIS Staffing, LLC in writing of any changes to my address, phone number, or any other information affecting my availability to work. I understand that failure to do so will be considered a voluntary quit and I may be disqualified from receiving unemployment or future assignments. I understand that the assignments vary in length and are subject to termination at any time without notice and that my employment with INTEGRIS Staffing, LLC is also subject to termination at any time without notice. I understand that I will not be paid until I present a complete and accurate timesheet, which has been signed by both the client and I. I also understand that any falsification of the INTEGRIS Staffing, LLC timesheets will result in immediate termination. I understand that timesheets may be submitted to your office in person, by fax, or by mail.

I _____ will have the option of picking up my paycheck or having it mailed to the address on file with INTEGRIS Staffing, LLC. It is my responsibility to contact INTEGRIS Staffing, LLC within 48 hours of any address changes. If for any reason my address changes and I fail to contact INTEGRIS Staffing, LLC within 48 hours I will be subject to a **\$35 check fee** for having INTEGRIS Staffing, LLC reissue a payroll check for my failure to notify them of any address changes. I agree to notify INTEGRIS Staffing, LLC of any on the job accidents or injuries immediately, as well as keep them informed of any unsafe conditions at the client site. I understand that INTEGRIS Staffing, LLC and not the client employ me and that I am not eligible to participate in any client profit sharing, pension, welfare assignments, bonus or any 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 INTEGRIS Staffing, LLC if any client offers me direct employment. I will always make INTEGRIS Staffing, LLC aware of any discrimination, sexual harassment, or any other problems I may experience on assignment. I am aware that INTEGRIS Staffing, LLC has a drug free workplace policy. I understand that failure to comply with such policy will make me ineligible for continued employment and is considered a voluntary quit. I have read and will abide by the standards of INTEGRIS Staffing, LLC. I understand that the quality of service that I provide to INTEGRIS Staffing, LLC clients allows me continual consideration for assignments.

Applicant Signature _____

Date: _____

INTEGRIS Staffing Solutions Recruiter _____

Date: _____

WAREHOUSE Order Picking _____ Shipping/ Receiving _____ Inventory Control _____ Management/ Supervisor Exp. _____ Virginia-Warehouse _____ Forklift Operator _____ Other: _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	ACCOUNTING Accounts Payable _____ Accounts Receivable _____ Cash Applications _____ Management Experience _____ Collection _____ Payroll Processing _____ ADP Experience _____ Credit/ Collections _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	RETAIL/ CUSTOMER SVC Floor/ Sales _____ Stocking _____ Cashier _____ Store Supervisor/ Manager _____ Number of employees you managed _____ Virginia-Retail Sales _____ Other: _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____
SKILL TRADES Maintenance _____ Electrician _____ Welder _____ Auto Mechanic _____ Diesel Mechanic _____ Other: _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	OFFICE SOFTWARE Data Entry KSPH _____ Alpha/ Numeric _____ Numeric _____ MS Word _____ MS Excel _____ PowerPoint _____ MS Access _____ Word Perfect _____ Peachtree _____ SAP _____ QuickBooks _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	HUMAN RESOURCES/ STAFFING Human Resources Assistant _____ Human Resources Manager _____ Human Resources Director _____ Generalist _____ Recruiter _____ Staffing Specialist _____ Branch Manager _____ Supervisor _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____
MANUFACTURING Assembly _____ Production _____ Machine Operator _____ Quality Assurance Inspector _____	YRS/ EXPERIENCE _____ _____ _____ _____	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 _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	FOOD HANDLING/ CONCESSIONS Concessions _____ Cashier _____ Cook _____ Shift Leader _____ Supervisor/ Manager _____ Games Attendant _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____
ELECTRONICS Elec. Assembly _____ Soldering _____ Blue Prints _____ Quality Control _____	YRS/ EXPERIENCE _____ _____ _____ _____	BANKING/ FINANCE Teller _____ Online Banker _____ Personal Banker _____ Member Services Representative _____ Loan Officer _____ Loan Processor _____ Branch Manager _____ Lock Box _____ Underwriter (Commercial/ Mortgage) _____ Credit Union Experience _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	HOTEL/ HOSPITALITY Housekeeping _____ Front Desk _____ Night Audit _____ Banquet Server _____ Cook _____ Dishwasher _____ Valet _____ Room Service _____ Bartender _____ General Help _____ Maintenance _____ Host/ Hostess _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____
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 _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	MANAGEMENT EXPERIENCE Supervisors Experience _____ Management Experience _____ Hiring _____ Terminations _____ Training _____ Purchasing _____ Inventory Control _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	SHIFT PREFERRED Bilingual Spanish & English _____ French _____ Spanish Only _____ Other _____	YRS/ EXPERIENCE _____ _____ _____ _____
SALES Inside Sales _____ Outside Sales _____ Cold Calling _____ New Business Development _____ Account Management _____ # of Account Managed _____ Sales Management _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	TRAINER/ INSTRUCTOR Corporate Trainer _____ Instructor _____ Business School _____ College/ University _____ Technical/ Trade School _____	YRS/ EXPERIENCE _____ _____ _____ _____ _____ _____	SHIFT PREFERRED 1 st Shift _____ 2 nd Shift _____ 3 rd Shift _____ Overtime _____ Weekends _____ Part-time _____	YRS/ EXPERIENCE _____ _____ _____ _____
OTHER SKILLS (Please list) _____ _____					

FOR COMPANY USE ONLY Date Entered: _____ Initials: _____ Background Check: _____ Initial: _____	ADDITIONAL COMMENTS: _____ _____ _____ _____
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AGREEMENT AND WAIVER

In consideration of my assignment to CLIENT by INTEGRIS STAFFING, LLC, I agree that I am solely an employee of INTEGRIS Staffing, LLC 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, LLC, 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, LLC 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, LLC

Signature

Printed Name

Title

Date

ASSIGNMENT OF COPYRIGHT AND PATENTS

In connection with my assignment to provide services to CLIENTS of INTEGRIS Staffing, LLC, 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, LLC 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, LLC.

ASSIGNED EMPLOYEE

WITNESS

Applicant's Signature

Integris Staffing, LLC Rep. Signature

Printed Name

Printed Name

Date

Date