

Int. by \_\_\_\_\_

# TOP NOTCH

## PERSONNEL, INC.

AN EQUAL OPPORTUNITY EMPLOYER

## APPLICATION FOR PLACEMENT

(PLEASE PRINT)

**THIS APPLICATION MUST BE FULLY COMPLETED AND SIGNED  
BEFORE THE APPLICANT CAN BE CONSIDERED FOR EMPLOYMENT**

<b>Name:</b>			<b>Today's Date</b>
	Last	First	Middle

<b>Present Address:</b>				
	Street	City	State	Zip

Telephone: (    )		Are you over 18 years of age?
Area Code	If none, give neighbor's	

For what type of position are you applying?	Expected Earnings: \$
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Were you ever employed by this Company or its Affiliates?	If yes, where?	When?
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Date available for work:	Are you willing to work rotating shifts? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you willing to travel overnight should the job require? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Relatives now employed by Any division of this Company:			
	Name	Position	Relationship

Emergency Notification:			
	Name	Address	Telephone Number
			Relationship

If hired, can you produce evidence of eligibility to work Lawfully in the United States within three (3) days of hire date? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Military Service:	Branch:	Years Served:	Rank Attained:
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Did you receive any discharge Other than honorable?	If yes, explain:
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(Note: An other than honorable discharge is not an automatic bar to employment. All factors will be considered.)

Are you a member of a Military Reserve Organization?	If so, Describe:
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Where did you hear about us?	Newspaper _____	Phonebook _____
	Friend _____	Other _____

## I. REFERENCES

List three employment references. Do not list relatives. The Company may contact any or all references as part of the application process.

Individual's Name	COMPANY NAME/ADDRESS	INDIVIDUAL'S TELEPHONE NUMBER (WORK OR HOME)
1.		
2.		
3.		

## II. EDUCATION

	Name and Location of School	NO. YEARS	DIPLOMA- DEGREES
High School or Equivalent			
Business or Trade School			
Accredited College or University			
Other Special Training			
ADVANCED DEGREES COLLEGE OR UNIVERSITY			

College Major \_\_\_\_\_

College Minor \_\_\_\_\_

College Major \_\_\_\_\_

College Minor \_\_\_\_\_

Are you now taking any other courses? \_\_\_\_\_

In what subjects? \_\_\_\_\_

Please list any achievements, honors, activities or skills you believe bear on your qualifications for employment: \_\_\_\_\_

Do you speak, write, or understand any foreign languages?  Y  N

If so, which language(s) and level of fluency \_\_\_\_\_

## III. EMPLOYMENT HISTORY

(List most recent employment first and account for all years of employment)

A. Last  or Present  Employer

Next to Last Employer	Dates Employed From: _____ To: _____
Name of Company:	
Address:	Starting Pay: _____ Per _____ Final Pay: _____ Per _____
Describe Nature of duties:	Job Title: _____
	Name of Supervisor: _____ Title: _____
	Reason for leaving: _____
State Type of Business:	May we inquire of this employer? _____ Phone: _____



**READ CAREFULLY BEFORE SIGNING APPLICANT'S STATEMENT**

(Please initial each paragraph)

\_\_\_\_\_ I authorize investigation of all Statements contained in this application including my reason for leaving past jobs, as the Employer believes is necessary in arriving at an employment decision. I further authorize all prior employers and other references listed by me to provide any information requested by Employer and I release all such persons or agencies from liability or damages incurred as a result of requesting or furnishing this information.

\_\_\_\_\_ I understand that Pre-Employment Drug Testing and Background checks may be required as a condition of employment. I authorize the employer to perform any tests and/or checks, as required for my employment with Top Notch Temporaries, Inc. The report may contain information bearing on your character, general reputation, personal characteristics, or mode of living from public or private record sources or through personal interviews with your neighbors, friends, associates, or education facility. I forever release, absolute, and indemnify to the fullest extent allowed by the law, this company, Top Notch Temporaries, Inc. and all providers of information for releasing and obtaining any information arising for any and all sources.

\_\_\_\_\_ If hired, are you willing to submit to and pass a controlled substance test? [ ] Y or [ ] N

\_\_\_\_\_ Have you ever been convicted of a criminal offense (felony or misdemeanor)? [ ] Y or [ ] N  
If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case.

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

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

\_\_\_\_\_ I hereby understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed orally, by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I further understand that any oral promises of employment contrary to my "at will" status are not binding upon the Employer.

\_\_\_\_\_ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Driver's License #** \_\_\_\_\_ **State** \_\_\_\_\_

Have you lived in another state in the past 10 years, if so please list state and city:

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

I certify that the answers given and the statements on this application are true and complete to the best of my knowledge and that I understand the above statement and hereby give my express permission to complete any required investigation of my statements necessary for my employment with Top Notch Temporaries, Inc.

**Applicant's Name** (Please Print) \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_