

Employment Application

Interview Date/Time: _____



333 South 1st Street, Ste. E, Hamilton MT 59840 Office: 406-363-7668 Fax: 1-800-298-0016

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Mailing Address Physical Address
City State Zip Code

Phone: _____ Alternate Phone: _____ Social Security #: _____

Available Start Date: _____ Available Days & Hours: _____

Are you a citizen of the United States? ___ Yes ___ No How did you hear about us? _____

Have you ever worked here? ___ Yes ___ No If yes, when? _____

Have you ever been convicted of a felony? ___ Yes ___ No If yes, please explain: _____

Are you looking for: _____ Full Time _____ Part Time _____ Temporary _____ Temp to Hire

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? ___ Yes ___ No Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate: ___ Yes ___ No Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

May we contact your previous supervise for a reference? ___ Yes ___ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

May we contact your previous supervisor for a reference? _____ Yes _____ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

May we contact your previous supervisor for a reference? _____ Yes _____ No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for termination. I agree to comply with SS Staffing's substance abuse program, including drug testing that may be required. I understand that SS Staffing will thoroughly investigate my work and personal history. I authorize such an investigation and release from liability any person's giving or receiving such information. If employed, I agree to conform to the policies and procedures of SS Staffing, Inc., and agree that my employment can be terminated at any time with or without cause, at the option of myself or SS Staffing, Inc. I further understand that only employment references will be released if requested by an SS Staffing client company.

Signature: _____ Date: _____

Print Name: _____

Career Information

Please answer the following questions. This information will help us counsel you on your career path.

Which of the following is most important to you? (Rank from 1-5, with 1 being most important)

_____ Money _____ Location _____ Benefits _____ Security _____ Flexible Hours

What 3 things did you (or do you) like about your past (or present) job/company?

1. _____ 2. _____ 3. _____

What 3 things didn't you (or don't you) like about your past (or present) job/company?

1. _____ 2. _____ 3. _____

Will you travel? _____ Yes _____ No If yes, how far will you commute? _____

Please list the companies you have contacted for employment.

Company _____ Contact _____

Company _____ Contact _____

Company _____ Contact _____

Company _____ Contact _____

Please list Business and/or Personal References.

Name _____ Title _____ Phone _____

Name _____ Title _____ Phone _____

Name _____ Title _____ Phone _____

Proprietary Information Agreement

I understand and agree that any knowledge or information I receive during my interview with SS Staffing, Inc. about any client of SS Staffing, Inc. and employment opportunities with SS Staffing, Inc. is proprietary and confidential. I agree to not use this proprietary and confidential information for my own benefit in order to obtain employment with any client of SS Staffing, Inc. without written permission from SS Staffing, Inc. If I decide to seek, and obtain, employment with any SS Staffing, Inc. client because of knowledge obtained from an interview, I will be liable for the entire fee that SS Staffing, Inc. would collect from the client for utilizing SS Staffing, Inc. employment services.

Signature: _____ Date: _____

Print Name: _____

