



**EMPLOYMENT APPLICATION
PERSONAL AND CONFIDENTIAL**

INSTRUCTIONS

Please complete each section fully (**print clearly**) as this will assure that appropriate information about your background, experience, and qualifications is available for our clients' consideration. **In addition to any resume you may attach, your application must be completed and signed below to receive consideration.**

EQUAL EMPLOYMENT OPPORTUNITY

In compliance with federal and state equal opportunity laws, qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, military status, age, marital status, or disability.

DRUG FREE WORKPLACE POLICY

It is Crossroad Personnel, Inc.'s intent to maintain a drug/alcohol free workplace for all employees. As a condition of employment, you may be requested to pass a pre-placement drug/alcohol screening. Failure to comply may constitute grounds for immediate termination or rejection from consideration of employment.

I have read and understand the above information and certify, with my signature below, that I do not use unauthorized or illegal drugs.

(please legibly print your name here)

(please sign your name here)

date

I also certify that all information given by me in this application is true and correct to the best of my knowledge and that Crossroad Personnel, Inc. has my permission to consult with any or all of the references given, and to review records pertaining to security clearance, bonding, and convictions and to secure additional information about me, if job related. I hereby release from liability Crossroad Personnel, Inc. and its representatives from seeking such information and all other persons, corporations or organizations from furnishing such information. I understand that falsification of information or misinformation hereon may result in my being disqualified for employment consideration and/or in my discharge at any time it becomes known by Crossroad Personnel, Inc.

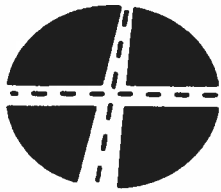
Furthermore, I understand that just as I am free to resign at any time, Crossroad Personnel, Inc. reserves the right to terminate my employment at any time, with or without cause and without prior notice.

I further understand I may or may not be required to successfully complete a post-offer, pre-placement physical examination; and that I may or may not be required to sign a confidential information, patent and copyright disclosure, and conditions of employment agreement prior to employment, dependent upon the Client company's pre-employment procedures.

(please legibly print your name here)

(please sign your name here)

date



CROSSROAD PERSONNEL

Name _____ SS # _____

PERSONAL DATA

Name in full (print) _____

LAST

FIRST

MIDDLE INITIAL

Telephone Number (____) _____ Alternate Telephone Number (____) _____

Current Address _____

No.

Street

City

State

Zip

Last Previous Address _____

No.

Street

City

State

Zip

Social Security Number ____ - ____ - ____ Driver's License State, No., & Classification _____

Are you at least 18 years old? Yes No (please circle your answers)

Are you willing to: Relocate? Yes No to Travel? Yes No

Are you available to work any and all hours scheduled? Yes No If No, please explain _____

Have you ever worked for this company? Yes No Hire date mo ____ yr ____ Termination date mo ____ yr ____

Under what name, if different from above? _____

Are any of you relatives employed by this company? Yes No Name? _____

Relationship? _____

MILITARY SERVICE HISTORY

Branch of Service _____ Dates of Service: From: _____ To: _____

Job related skills, schooling, etc. _____

EDUCATIONAL BACKGROUND

A. Please list the three (3) schools attended, **starting with the LAST one**. B. List the number of years completed. C. Indicate Degree, Diploma or Certificate earned, if any. D. Give your Grade Point Average or Class Rank. E. State your Major and Minor Field of Study (if applicable).

A. School	B. No. Years Completed	C. Degree, Diploma or Certificate	D. GPA/ Class Rank	E. Major	E. Minor

List any foreign language(s) and check the box that best describes your skill level.

Language	Read & Write	Read & Speak	Speak Only	Comprehend

EMPLOYMENT

Begin with your last position, using one block for each position and additional pages as necessary, give accurate summary of duties; concentrate on major aspects of positions, include detail of job/financial/managerial responsibilities, major accomplishments, number supervised and accountabilities; include reason for leaving. **DO NOT LEAVE ANY GAPS IN EMPLOYMENT. Use a separate sheet if necessary.**

Previous or Last Employer Street Address: City, State, Zip			Kind of Business	
Phone ()				
Dates Employed (mo. & yr.) or Still Employed <input type="radio"/>	Starting Title	Present or Last Title		
From	To			
Name of Last Supervisor	May we contact? Yes <input type="radio"/> No <input type="radio"/>	Starting Income \$	Per	Present or Final Income \$
		Per		
Brief Description of Duties				
Reason for leaving or considering to leave				

Next Previous Employer Street Address: City, State, Zip			Phone ()		Kind of Business
Dates Employed (mo. & yr.) or Still Employed <input type="checkbox"/> From To		Starting Title		Present or Last Title	
Name of Last Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting Income \$ Per		Present or Final Income \$ Per
Brief Description of Duties					
Reason for leaving or considering to leave					

Next Previous Employer Street Address: City, State, Zip			Phone ()		Kind of Business
Dates Employed (mo. & yr.) or Still Employed <input type="checkbox"/> From To		Starting Title		Present or Last Title	
Name of Last Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting Income \$ Per		Present or Final Income \$ Per
Brief Description of Duties					
Reason for leaving or considering to leave					

Next Previous Employer Street Address: City, State, Zip			Phone ()		Kind of Business
Dates Employed (mo. & yr.) or Still Employed <input type="checkbox"/> From To		Starting Title		Present or Last Title	
Name of Last Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting Income \$ Per		Present or Final Income \$ Per
Brief Description of Duties					
Reason for leaving or considering to leave					

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F

SKILLS INVENTORY

Please indicate your work history/experience in the classifications below. If you have experience that is not listed below, please clearly print it in a blank space and indicate your experience. (Note: Please indicate, in the Job/School boxes, whether any diplomas, certificates, awards, etc. were received and/or any other specific information pertaining to that classification. Example: Bookkeeping- Taxes: what kind of taxes? EOM/EOY, ALL. Switchboard Operator- Dimensions, Rolm, Meridian)

CLASSIFICATION	EXPER (yrs/mos)	Experience Received How? Job	Experience Received How? School	CLASSIFICATION	EXPER. (yrs/mos)	Experience Received How? Job	Experien Received How? School
Storeroom Clerk				Typing- Computer			
Shipping				Typing- Typewriter			
Receiving				Typing- Legal			
Assembly				Typing- Medical			
Welding				Typing- Insurance			
Painter- Airless Spray				Typing- Statistical			
Tool & Die Machinist				Typing- Engineering			
Machine Operator				Data Entry			
Lathe Operator				Dictation			
Drill Press Operator				Ten-key sight			
Brake Press Operator				Ten-key touch			
Punch Press Operator				Bookkeeping- Full Chg.			
CNC Machine Operator				Bookkeeping- Payroll			
Straddle Truck Driver				Bookkeeping- Posting			
Forklift Operator				Bookkeeping- A/R			
Crane Operator				Bookkeeping- A/P			
Backhoe Operator				Bookkeeping- Taxes			
Track hoe Operator				Bookkeeping-Bank Rec.			
Dozer Operator				Filing- Alpha			
Electrician				Filing- Numeric			
Plumber				Proofreading			
Mechanic- Diesel				Receptionist			
Mechanic- Automotive				Microfilming			
Machine- Farm Imp.				Shorthand			
Other (please list below)				Other (please list below)			

Please note any computer, LAN, hardware, software knowledge you may have making sure to include skill levels: _____

GENERAL INFORMATION

Have you ever been convicted of a felony? Yes No If Yes, please explain (Note: A conviction will not necessarily bar you from employment as each conviction will be assessed with respect to time, circumstances and seriousness as they relate to your employment.)

List any special accomplishments, publications, awards, honors, etc. (Exclude those indicating sex, race, religion, national origin, age, color, disability, or other protected status.)

List any Business, Professional or Civic organizations you are/have been active in. (Exclude those indicating sex, race, religion, national origin, age, color, disability, or other protected status.)

What type of work interests you the most?

How do you feel about working overtime? _____

Weekends? _____

What are your first, second and third choices of shifts? (Days, Evenings, Midnight)? First _____

Second _____ Third _____

What are your three strong points?

1. _____
2. _____
3. _____

Why would you make a good employee?

What are two areas, within yourself, which require improvement and why?
