



EMPLOYMENT APPLICATION

Personally Yours Staffing offers equal opportunity employment opportunities to all persons without regard to race color, religion, sex, national origin, citizenship status, age, physical or mental disability, marital status, or past, present, or future service in the Uniformed Services of the US or any other legally protected status.

EOE/MF/DV

PERSONAL

SOCIAL SECURITY NUMBER: _____ **TODAY'S DATE:** _____

NAME: FIRST _____ **LAST** _____ **MIDDLE** _____

ADDRESS: _____ **APT** _____ **CITY** _____ **STATE** _____ **ZIP** _____

HOME PHONE: _____ **CELL PHONE:** _____ **EMERGENCY CONTACT/PHONE** _____

EMPLOYMENT INTEREST: TEMP TEMP-TO-HIRE DIRECT-HIRE PART-TIME WHICH SHIFT CAN YOU WORK? _____

WAGES REQUIRED: _____ **HOW DID YOU HEAR ABOUT US?** _____

E-MAIL ADDRESS: _____

EDUCATION HISTORY

HIGH SCHOOL

NAME OF INSTITUTION _____ **CITY/STATE** _____ **DEGREE TYPE** _____

MAJOR/STUDY _____ **DATES ATTENDED FROM / / TO / /** _____ **DID YOU GRADUATE** YES NO

COLLEGE OR TECHNICAL SCHOOL

NAME OF INSTITUTION _____ **CITY/STATE** _____ **DEGREE TYPE** _____

MAJOR/STUDY _____ **DATES ATTENDED FROM / / TO / /** _____ **DID YOU GRADUATE** YES NO

COLLEGE OR TECHNICAL SCHOOL

NAME OF INSTITUTION _____ **CITY/STATE** _____ **DEGREE TYPE** _____

MAJOR/STUDY _____ **DATES ATTENDED FROM / / TO / /** _____ **DID YOU GRADUATE** YES NO

EMPLOYMENT HISTORY

List most recent first ("See Resume" Not Acceptable-Complete in Detail)

PAST EMPLOYER #1

COMPANY NAME _____ **CITY/STATE** _____ **PHONE NUMBER** _____

JOB TITLE _____ **START PAY** _____ **END PAY** _____ **START DATE** _____ **END DATE** _____

DOES THIS COMPANY USE STAFFING AGENCIES? YES NO STAFFING CONTACT: _____

SUPERVISOR'S NAME _____ **REASON FOR LEAVING** _____

MAY WE CALL THIS EMPLOYER FOR A REFERENCE? YES NO

PAST EMPLOYER #2

COMPANY NAME _____ **CITY/STATE** _____ **PHONE NUMBER** _____

JOB TITLE _____ **START PAY** _____ **END PAY** _____ **START DATE** _____ **END DATE** _____

DOES THIS COMPANY USE STAFFING AGENCIES? YES NO STAFFING CONTACT: _____

SUPERVISOR'S NAME _____ **REASON FOR LEAVING** _____

MAY WE CALL THIS EMPLOYER FOR A REFERENCE? YES NO

PAST EMPLOYER #3

COMPANY NAME _____ **CITY/DATE** _____ **PHONE NUMBER** _____

JOB TITLE _____ **START PAY** _____ **END PAY** _____ **START DATE** _____ **END DATE** _____

DOES THIS COMPANY USE STAFFING AGENCIES? YES NO STAFFING CONTACT: _____

SUPERVISOR'S NAME _____ **REASON FOR LEAVING** _____

MAY WE CALL THIS EMPLOYER FOR A REFERENCE? YES NO

Please circle the letters/numbers next to the skills/fields for which you have experience. Thank you!

K LANGUAGE SKILLS

K0127 English
K0327 Spanish
K0137 French
K0145 Haitian/Creole
K0311 Portuguese
K0139 German
K0150 Other

C OFFICE CLERICAL

C0100 Photocopying
C0101 Filing
C0102 Faxing
C0109 Mailroom Clerk
C0111 Proofreading
C050401 E-Mail
C050407 Microsoft Outlook/Exchange

C0505 CUSTOMER SVC/TELEMRKNG

C050501 Reservations
C050505 Call Center
C050508 Help Desk/General
C050509 Help Desk/Technical
C050510 Dispatcher
C050511 Customer Service/Inbound
C050512 Customer Service/Outbound
C050513 Telemarketing/Inbound
C050514 Telemarketing/Outbound

C18 SECRETARIAL SKILLS

C180102 Light Typing
C180104 Clerk Typist 45 wpm
C180106 Speed Typist 65 wpm
C180109 Dictaphone

SECRETARIAL EXPERIENCE

C181001 Administrative Secretary
C181002 Construction Secretary
C181005 Executive Secretary
C181008 Junior Secretary
C181010 Marketing Secretary
C181013 Medical Secretary
C181014 Real Estate Secretary

C181016 LEGAL SECRETARY

C18101601 Bankruptcy
C18101603 Criminal
C18101604 Corporate
C18101610 Environmental
C18101613 Family Law
C18101615 General
C18101617 Immigration
C18101621 Insurance Defense
C18101618 International
C18101619 Litigation
C18101620 Personal Injury
C18101623 Tax
C18101624 Real Estate

C0503 SWITCHBOARD

C05 PHONE EXPERIENCE

C050101 1-6 Lines
C050102 7-20 Lines
C050103 20-50 Lines
C050104 50-100 Lines

C1805 DATA ENTRY

C180503 Numeric
C180508 Alpha/Numeric
C180520 Ten Key

C5100 WORD PROCESSING

C510010 Word Perfect/Windows
C51004 Lotus Word Processing
C510050 Microsoft Word/Windows
C510052 Microsoft Word/Mac
C51010 Mail Merge

C5104 SPREADSHEETS

C51040 Excel/Windows
C51041 Excel/Mac

C5106 DESKTOP PUBLISHING

C51060 Adobe Photo Shop
C51061 Aldus Pagemaker
C510610 Microsoft Publisher
C510612 Pagemaker/Mac
C510613 Pagemaker/Windows
C510614 PowerPoint/Mac
C510615 PowerPoint/Windows
C510616 Quark Express
C510617 Web Page Designer
C510618 Graphic Artist
C51064 Corel Draw
C51066 Lotus Note
C51068 Harvard Graphics
C5159 Adobe Illustrator
C5160 Indesign

C08 ACCOUNTING

C080120 Accounting Clerk
C0801201 Accounts Payable
C0801202 Accounts Receivable
C0801203 Billing
C0801204 Inventory
C0801205 Invoicing
C0801206 Bank Reconciliation
C080810 Financial Statements

C0802 ACCOUNTING SOFTWARE

C08032 Creative Solutions
C08022 Great Plains
C08023 JD Edwards
C08024 Peach Tree
C08025 Real World
C08027 Quicken
C080281 MAS 200
C080282 MAS 400
C080283 MAS 900
C08029 Macola
C08030 Quickbooks
C08032 Time Slip

C0808 PAYROLL SOFTWARE

C080801 Automated-ADP
C080802 Automated-Other
C080803 Manual Payroll
C080804 Kronos

C080809 CREDIT/COLLECTIONS

C08080901 Residential
C08080902 Commercial
C08080903 Medical Collections

C0809 BOOKKEEPER

C080905 Junior Bookkeeper
C080906 Full Charge Bookkeeper
C08090603 Manual Bookkeeper
C080913 General Ledger
C080915 Quarterly Taxes
C080917 Trial Balance
C080919 Profit & Loss

D51 TECHNICAL/PROGRAMMING

D5100 C
D5101 C++
D5102 Visual Basic
D5103 Visual C++
D5104 Cobal
D5105 Pascal
D5106 Crystal Reports
D5107 Power Builder
D5109 Basic
D5110 AutoCAD

D55 DATABASES

D5500 ACT/MAC
D5501 ACT/Windows
D5502 Dreamweaver
D5002 CRM
D5504 Dbase IV
D5510 Flash
D5506 Microsoft Access
D5512 Oracle
D5509 SAP
D5511 SQL

D57 NETWORK/OPERATING

D5700 AS400
D5702 IBM OS2
D5701 Citrix
D5708 MAC OS
D5710 Novell NetWare
D5713 PC LAN
D5716 Windows 3.11
D5717 Windows NT
D5723 Windows NT 4.0
D5718 Windows 95
D5719 UNIX
D5720 Windows 98
D5721 Windows XP
D5724 Windows 2000 Server
D5725 Windows 2003 Server
D5722 Internet
D5726 LINUX
D5727 Windows 2008

P80 FINANCE/ACCOUNTING

P8000 CFO
P8001 CPA
P8003 Controller
P8004 Staff Accountant
P8005 Cost Accountant
P8006 Internal Auditor
P8009 Tax Accountant
P8010 Analyst

P81 BANKING/MORTGAGE

P8140 Commercial Banking
P8143 Teller
P8144 International Banking
P8147 Loan Officer
P8145 Series 7
P8146 Private Banking
P8148 Letter of Credit
P8149 Loan Processor
P8151 Title Clerk
P8150 Wire Transfer

P82 HEALTHCARE/MEDICAL

P8200 CPT
P8201 ICD9
P8202 Medical Records Clerk
P8203 Medical Billing

P83 HUMAN RESOURCES

P8302 Benefits/Compensation
P8304 Recruiter
P8306 HR Assistant
P8307 HR Generalist
P8308 HR Manager
P8309 Peoplesoft
I0101 CEBS
I0103 PHR
I0105 SPHR

P88 PAYROLL

P8800 Payroll Supervisor
P8802 Payroll Analyst
P8805 Payroll Clerk

P84 IMPORT/EXPORT

P8400 Bills of Lading
P8402 Documentation Clerk
P8404 Freight Forwarding
P8405 Airway Bills
P8406 Ocean
P8401 Licensed
P8403 Customs Broker
P8407 Magaya
P8409 Editrade
P8410 ABI

P85 GENERAL MANAGEMENT

P8500 Office Manager
P8501 Call Center Supervisor
P8505 Inventory Control Mgr.
P8502 Junior Manager
P8503 Line Leader
P8509 Production Manager
P8506 Quality Control Mgr.
P8504 Sales Manager
P8507 Shift Manager
P8508 Warehouse Manager

P86 Real Estate

P8600 Commercial/Residential
P8601 Real Estate Closer
P8602 Property Manager

P87 INSURANCE

P8700 220 License
P870 440 License
P8701 General Insurance
P8712 Commercial Lines
P8713 Personal Lines
P8702 215 License

P89 MARKETING/PR ADVERTISING

P90 HOSPITALITY

P91 NON-PROFIT

P95 TRANSPORTATION

P8901 Traffic Manager

P96 SALES

P9600 Retail Sales
P9604 Inside Sales
P9605 Outside Sales

P97 PURCHASING

V100 PAYROLLING

W0822 SHIPPING/RECEIVING

W01 Assembly/Packaging
W0816 Printing
W081603 Binding
W081605 Press

E BUSINESS EQUIPMENT

E07 Binding Machine
E17 Collator
E19 Copier/Scanner (High Speed)
E33 Label Maker
E3703 Postage Meter
E48 Transcription

I hereby certify the information in this application is correct and complete to the best of my knowledge. I understand that falsification or omission of material information may be reason for an offer of employment by Personally Yours Staffing to be immediately withdrawn. I authorize Personally Yours Staffing to investigate the statements in this application. I also authorize previous employers, personal references named, or other persons to whom Personally Yours Staffing may refer, to provide Personally Yours Staffing information regarding my employment history, scholastic standing or other matters pertaining to my qualifications for employment with Personally Yours Staffing. I hereby acknowledge that if I am offered employment, I understand it will not be for a specified period of time, that I may resign at any time Personally Yours Staffing may terminate my employment at any time with or without cause. In accordance with state and federal laws, Personally Yours Staffing is an Equal Opportunity Employer.

EOE/MF/DV

Signed



COMBINED DISCLOSURE NOTICE AND AUTHORIZATION REGARDING BACKGROUND CONSUMER REPORTS

Important: Please read carefully before signing.

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with the employer. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the employer. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Upon timely written request of the personnel department of the employer, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Personally Yours Staffing with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

You release Personally Yours Staffing, the providers of such information, former employers, and their respective agents and employees from any and all liability for damages arising from the investigation and disclosure of the requested information.

You will allow a photocopy of this authorization to be as valid as the original.

Have you ever been convicted of a crime, adjudication withheld (either a felony or misdemeanor) or entered a plea of no contest? YES NO If yes, please explain fully, including the nature of the offense(s), the state, the county and the date(s) of the convictions. A conviction record will not necessarily eliminate your candidacy for employment.

Empty rectangular box for providing details of convictions.

Print Your Name

Street Address

City State Zip

Social Security Number Date of Birth

Drivers License State Number

Other or Former Names

Professional License State Type Number

Signature Date

PERSONALLY YOURS STAFFING

APPLICANT ACKNOWLEDGMENT & RELEASE PLEASE READ CAREFULLY BEFORE SIGNING

CONDITIONS OF EMPLOYMENT

- I understand that if hired by Personally Yours Staffing I am subject to a 90-day probation period. Continued employment, both during and after my probation period, is for an indefinite period of time. I understand that my employment with Personally Yours Staffing is at will and may be terminated at any time with or without cause. I also understand that the conditions below do not constitute a contract of employment between Personally Yours Staffing and me. **INITIALS** _____
- I will not accept any work directly from a Personally Yours Staffing client to which I have been previously assigned for a period of 6 (six) months without prior written consent from Personally Yours Staffing. **INITIALS** _____
- I understand that I am required to call a representative of Personally Yours Staffing for a new assignment each time an assignment ends. I understand that I must report for reassignment upon conclusion of each assignment, regardless of the duration of the assignment, and failure to do so may result in the denial of my unemployment benefits. If I am not reassigned immediately, I must call at least every other day for reassignment. **INITIALS** _____
- I understand that my rate of pay may change with each assignment.
- I understand that Personally Yours Staffing is a temporary service and cannot guarantee me a set number of hours.
- I understand and agree that Personally Yours Staffing may verify all or any part of the information contained in this application. I understand that this verification may include an inquiry into my credit history, motor vehicle driving record, criminal and civil records as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment. Furthermore, I acknowledge that Personally Yours Staffing may release such information to its client companies to which I may be referred.

DRUG FREE WORKPLACE

JOB APPLICANT AUTHORIZATION AND ACKNOWLEDGEMENT

I have had the opportunity to read a summary of the Personally Yours Staffing Drug Free Workplace Policy and a summary of drugs that may alter or affect a drug and/or alcohol test. I have had an opportunity to have all aspects of this material explained. I understand that the full text of the Personally Yours Staffing Drug Free Workplace Policy is available upon request. I also understand that I must abide by the Policy as a condition of employment and any violation may result in disciplinary action up to and including discharge.

Further, I understand that during my employment I may be required to submit testing for the presence of drugs and/or alcohol, I understand that submission to such testing is a condition of employment with Personally Yours Staffing, and disciplinary action, up to and including discharge, may result if:

- 1) I refuse to consent to such testing,
- 2) I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations,
- 3) I refuse to authorize release of the test results to Personally Yours Staffing
- 4) The tests establish a violation of Personally Yours Staffing Drug Free Workplace Policy,
- 5) I otherwise violate the policy.

If I am injured in the course and scope of my employment and test positive, I forfeit my eligibility for medical and indemnity benefits under the Worker's Compensation Act upon exhaustion of the remedies provided in Florida Statute 440.102(5).

Certain Companies, at whose location(s) an employee is assigned, require all employees to be tested before beginning work. Any Personally Yours employee choosing not to accept assignments where such tests are required will not be adversely treated in regards to other assignments, which do not require testing. However, any employee who accepts an assignment with Personally Yours Staffing at a Company requiring drug testing will be terminated if test results are positive.

I hereby acknowledge that I have read and understood the above Conditions of Employment and understand that failure to comply with any policy or Condition of Employment, including Personally Yours Drug Free Workplace, as described will result in termination of employment. I also understand that the above conditions are not intended to constitute a contract between Personally Yours Staffing and me.

Signature

Date



www.pystaffing.com

It's all about working smarter

1. ATTENDANCE & PUNCTUALITY

After accepting an assignment, it is imperative that you are there for the duration of that assignment. Please be sure to be on time and report to work each day. In case of an unexpected emergency, please contact your local Personally Yours Staffing office immediately. **Initials_____**

2. JOB ASSIGNMENTS

Dress appropriately and safely for the job. Inform your Coordinator of the following:

- Any discrepancy or change in your duties
- You feel incapable of completing the job
- You have received new training
- You see unsafe working conditions
- Your assignment is completed or has been extended

Personally Yours Staffing prohibits Associates from utilizing a motor vehicle in performance of their job duties. Additionally, you can not operate any equipment or machinery for which you have not been trained by an authorized instructor. Please notify your local office immediately if you are requested to do so. **Initials_____**

3. PAYROLL

Hours that are worked in any given week (Monday-Sunday) must be received by **10:00 a.m. the Monday** following the week worked. Timecards may be faxed to 888-279-7329, hand-delivered, or e-mailed to timecards@pystaffing.com. We must have your timecard in our possession in order to process and release your paycheck.

Payroll is issued on the Friday following the week worked and may be picked up, mailed, or direct deposited. Please contact your local Personally Yours office if you would prefer your check mailed so that we may verify your address. Please understand that if you request your check be mailed, we cannot guarantee when your check will arrive. **Initials_____**

4. EEO POLICY

Personally Yours Staffing is committed to equal employment opportunity to all qualified persons without regard to race, color, creed, religion, age, gender, national origin, ancestry, marital status, disability, veteran status or any other protected status. We are committed to this policy by the laws of our country and by our own value system.

Our policy of Equal Employment Opportunity applies to all aspects of the employment experience at Personally Yours Staffing,

including hiring, compensation, promotion, transfer, training and disciplinary action. It is also the policy of Personally Yours Staffing to conduct all business without regard to age, race, color, religion, gender or national origin. **Initials_____**

5. HARASSMENT POLICY

It is Personally Yours Staffing's policy that Associates and others acting on our behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex or sexual orientation. This policy applies to all Personally Yours Staffing Associates and to anyone else doing business for or with Personally Yours Staffing. **Initials_____**

6. SAFETY PROCEDURES

Personally Yours Staffing is concerned with providing a safe working environment for its Associates. We encourage all Associates to follow standard safety procedures, which include wearing closed-toed shoes, or work boots, if available. The use of back belts and following standard lifting procedures is also encouraged. If you have any questions concerning safety procedures at your assignment, please contact your Personally Yours Staffing Contact. **Initials_____**

7. INJURIES OR ACCIDENT

- You must report every injury, incident or accident immediately no matter how slight.
- You must report to our office within twenty-four (24) hours to complete an injury or accident report. **Initials_____**

8. DRUG FREE WORKPLACE

I fully understand that if I am injured in the course and scope of my employment and test positive for illegal drugs/alcohol, I forfeit my eligibility medical and indemnity benefits under the Worker's Compensation Act upon exhaustion of the remedies provided in Florida Statute 440.105(5). **Initials_____**

Further, I understand that during my employment I may be required to submit testing for the presence of drugs and/or alcohol, I understand that submission to such testing is a condition of employment with Personally Yours Staffing, and

disciplinary action, up to and including discharge, may result if:

- 1) I refuse to consent to such testing,
- 2) I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations,
- 3) I refuse to authorize release of the test results to Personally Yours Staffing
- 4) The tests establish a violation of Personally Yours Staffing Drug Free Workplace Policy,
- 5) I otherwise violate the policy.

I understand that the full text of the Personally Yours Staffing Drug Free Workplace Policy is available upon request. **Initials_____**

➤ **Please be sure to call in your availability to work so that we may keep you as busy as you would like to be.**

➤ **Thank you for registering with us, we look forward to working with you.**

Personally Yours Staffing Locations:

Dade: 305-822-0688

Broward: 954-851-0600

Palm Beach: 561-689-2727

Time Card Fax: 888-279-7329

Questions or concerns, please email:

humanresources@pystaffing.com

If we land you the job of your dreams please drop us a line so we can display it on the web!

Be sure to refer your friends and family and follow us out on:



Applicant Signature

Staffing Consultant

Date