



EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Please print this form before completing, or click any line and fill in on line before printing.

PLEASE BRING YOUR SOCIAL SECURITY CARD WITH YOU. DATE: _____

NAME: _____

ADDRESS: _____ APARTMENT #: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#:(____) _____ Alternate Phone#:(____) _____

EMAIL: _____

CAR: Yes __, No __

Have you ever been convicted of a misdemeanor or a felony?: _____ If so, please explain:

POSITION DESIRED? _____ Shifts: 1st ____, 2nd ____, 3rd ____

Locations Available To Work:

Phoenix ____, Tempe ____, Mesa ____, Chandler/Gilbert ____, Scottsdale ____, Glendale ____

MINIMUM PAY AMOUNT: \$ _____; Temporary Work?: Yes __ No __

EMERGENCY CONTACT: Name: _____ Phone # _____

Address: _____ Relationship: _____

How did you hear about us? _____ Date Available? _____

EDUCATION

HIGH SCHOOL: _____ DIPLOMA OR G.E.D.? _____

OTHER: _____ MAJORED IN: _____ DEGREE? _____

COLLEGE: _____ MAJORED IN: _____ DEGREE? _____

EMPLOYMENT HISTORY AND REFERENCES

Previous Company: _____ Phone Number: (____) _____
Previous Supervisor: _____ Supervisors Title: _____
Dates of Employment: From: _____ To: _____ Position: _____
Are you eligible for rehire? Yes _____, No _____ May we contact? Yes _____, No _____
Reason Position Ended: _____ Pay Rate\$ _____

Previous Company: _____ Phone Number: (____) _____
Previous Supervisor: _____ Supervisors Title: _____
Dates of Employment: From: _____ To: _____ Position: _____
Are you eligible for rehire? Yes _____, No _____ May we contact? Yes _____, No _____
Reason Position Ended: _____ Pay Rate\$ _____

Previous Company: _____ Phone Number: (____) _____
Previous Supervisor: _____ Supervisors Title: _____
Dates of Employment: From: _____ To: _____ Position: _____
Are you eligible for rehire? Yes _____, No _____ May we contact? Yes _____, No _____
Reason Position Ended: _____ Pay Rate\$ _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for termination of further consideration or dismissal. I understand that my employment is for no definite period and may be terminated at any time for good cause. I also understand that I am to call in and notify my availability should my assignment end. Gould Staffing complies with all Federal rules and regulations and does not discriminate based on racial category, gender, age, religion, national ethnic origin, sexual preference, or disability in employment practices.

Signature: _____ Date: _____

For Office Use Only:

Major Cross Streets: _____ Temp OK? _____ Interviewed By: _____

Job Type:

Experience:

Likes/Goals:

Strengths:

Opinion:

***** SKILLS SECTION *****

(Please indicate approximate number of years experience with each skill)

EMPLOYEE INDUSTRIAL SKILLS

GENERAL

Yrs
____ Carpenter
____ Electrician
____ Plumber
____ HVAC
____ Welder
____ Solderer
____ Supervisor

FACTORY

Yrs
____ Driver/Delivery
____ Mechanic
____ Construction
____ Inventory
____ Mover
____ Painter
____ Casual Labor
____ Mech. Assembler
____ Elec. Assembler
____ Inspector
____ Packager
____ Quality Control
____ Machine Operator

MAINTENANCE

Yrs
____ Building Repair
____ Cleaning
____ Floor Cleaning
____ Janitorial
____ Landscape
____ Lawncare

EQUIPMENT

Yrs
____ Forklift
____ Truck
____ Backhoe
____ Crane
____ Drill
____ Saw
____ Nail Gun

WAREHOUSE/ASSEMBLY

Yrs
____ Computer Skills
____ Shipping / Receiving
____ Load / Unload
____ Picker/Puller
____ Blue Print Reading
____ Lifting over 30 lbs
____ Lifting under 30 lbs.

SUPPLIES AVAILABLE

____ Hard Hat ____ Tools
____ Glasses
____ Steel Toe Work Boots
____ Supplies Available

DRIVERS LICENSE

Valid DL _____ CDL _____

EMPLOYEE ADMINISTRATIVE SKILLS

TYPING EQUIP.

Yrs
____ Electric
____ Statistical Typing
____ Steno
____ Transcriber

RECEPTIONIST

Yrs
____ # of Incoming Lines
____ # of Extensions
____ Switchboard

CLERICAL

Yrs
____ Filing
____ Alpha
____ Numeric
____ Inventory
____ Mailroom
____ Proofreading
____ Copying

CUSTOMER SERVICE

Yrs
____ Customer Service
____ Call Center
____ In Bound
____ Out Bound
____ Sales
____ Telemarketing
____ Collections

DATA ENTRY

Yrs
____ Alpha
____ Numeric

BUSINESS MACHINES

Yrs
____ Adding Machines
____ 10 Key ____ Touch
____ Fax ____ Postage Machine

ADMINISTRATIVE

Yrs
____ Admin Assistant
____ Human Resource
____ Insurance
____ Legal
____ Medical
____ Office Manager
____ Real Estate

BOOKKEEPING

Yrs
____ Accts. Payable
____ Accts. Receivable
____ Payroll
____ Collections
____ Reconcilations
____ Clerk
Yrs
____ Manual
____ Computer
____ Invoicing/Billing
____ Taxes
____ Bookkeeping

FOREIGN LANGUAGE

Speak ____ Read ____ Write ____

COMPUTER

Main ____ Mac ____ PC ____

COMPUTER SKILLS

Yrs
____ MS Word
____ MS Excel
____ MS Access
____ MS Works
____ MS Powerpoint
____ Computer Programming

Yrs
____ Windows
____ Peachtree
____ Quickbooks
____ MAS 90
____ HTML
____ Database Admin.

Yrs
____ E-Mail
____ Outlook
____ Macintosh
____ Photo Shop
____ PageMaker

*For HELP emailing this form,
please see INSTRUCTIONS
on next page.*



INSTRUCTIONS TO EMAIL FORMS

(you may want to print this page separately for reference)

If you have WEB MAIL such as Hotmail, GMail, Yahoo, MSN or AOL:

1. Please select the **PRESS TO WEB MAIL** button.
2. You are prompted to **SAVE FILE AS**
3. **Save** file to your hard drive
4. **Open** your Web Mail
5. **Open** a new email addressed to JOBS@GOULDSTAFFING.COM
6. **Attach** file from step 3 above
7. **Send** email to our office

If you have EMAIL such as Microsoft Outlook or Microsoft Outlook Express:

1. Please select the **PRESS TO EMAIL** button
2. A new email will open with the file already attached
3. Address email to JOBS@GOULDSTAFFING.COM
4. **Send** email to our office