



| Client Use Only                 |                                 |
|---------------------------------|---------------------------------|
| Start Date                      |                                 |
| Job Title                       |                                 |
| W/C Code                        |                                 |
| Rate of Pay                     | \$                              |
| <input type="checkbox"/> Hourly | <input type="checkbox"/> Salary |
| Auth. Signature                 |                                 |

EMPLOYMENT APPLICATION

We adhere to a policy of making employment decisions without regard to age, race, color, creed, religion, sex, national origin, marital status, disability/handicap, arrest/conviction record, sexual orientation and veteran status. We assure you that your opportunity with Staff Leasing depends solely upon your qualifications.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN \_\_\_\_\_ Home Phone \_\_\_\_\_ County \_\_\_\_\_

Position Desired \_\_\_\_\_  Part Time  Full Time

Are you able to perform the essential functions of the position with or without accommodations?  YES  NO

Are You 18 Years of Age or Older? \_\_\_\_\_ (If Under 18, Please State Your Age) \_\_\_\_\_

Date Available for Employment \_\_\_\_\_ Min Salary Requirements \$ \_\_\_\_\_

Have you been convicted of any crime, other than minor traffic violations but including DUI?  Yes  No

If yes, please explain \_\_\_\_\_

Do you have reliable transportation to work?  Yes  No

In case of an emergency, contact \_\_\_\_\_ Phone # \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW**

The facts set forth in my application are true and complete. I authorize Staff Leasing to investigate all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employer from all liability on account of furnishing such information to Staff Leasing. I understand that if employed, false statements, omissions or misleading statements on this application could lead to dismissal and agree that Staff Leasing shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. Staff Leasing is hereby authorized to investigate my employment history, including the contacting of the employers on the previous page.

**EMPLOYMENT AND SEPARATION STATEMENT**

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice. I understand that I must immediately contact Staff Leasing at their headquarters at **149 Northern Concourse, North Syracuse, NY 13212, (315) 641-3600** if ever my employment at my current job site is voluntarily or involuntarily terminated.

I understand if hired I will be an employee of Staff Leasing, leased to \_\_\_\_\_ Staff Leasing has an on-site supervisor for daily instruction.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



An Equal Opportunity Employer

EMPLOYMENT APPLICATION (CONT)

Employment Experience

Your present or most recent employer:

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_

Employed (date) from \_\_\_\_\_ to (date) \_\_\_\_\_ Ending Salary/ Rate \_\_\_\_\_

Supervisor \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous employer:

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_

Employed (date) from \_\_\_\_\_ to (date) \_\_\_\_\_ Ending Salary/ Rate \_\_\_\_\_

Supervisor \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

EDUCATION

High School \_\_\_\_\_

Univ./College \_\_\_\_\_ Major/ Degree \_\_\_\_\_

Military, Business \_\_\_\_\_

Trade, Other \_\_\_\_\_ Major/ Degree \_\_\_\_\_

SPECIAL SKILLS, CERTIFICATES or PROFESSIONAL LICENSES

Summarize special job-related skills and qualifications from employment or other experience as well as any certificates or professional licenses that you hold.

Four horizontal lines for writing special skills, certificates, or professional licenses.