

JACK OF ALL TRADES PERSONNEL SERVICES

TEMPORARY

PERMANENT

FULL TIME

PART TIME

DATE _____ POSITION DESIRED _____ SHIFT DESIRED 1st 2nd 3rd

NAME _____
(LAST NAME) (FIRST) (MIDDLE) (ADDRESS) (CITY) (STATE) (ZIP)

HOME PHONE # _____ CELL PHONE # _____

LAST FOUR OF SS# _____ MINIMUM SALARY _____ WHEN AVAILABLE _____

HEIGHT _____ WEIGHT _____ (Not Required)

HAVE YOU EVER WORKED UNDER A DIFFERENT NAME? IF SO, PLEASE LIST: _____

EDUCATION: HIGH SCHOOL DIPLOMA GED COLLEGE/UNIVERSITY - DEGREE: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

(The matters revealed above are not an automatic bar to employment)

EMPLOYMENT HISTORY: LIST PRESENT EMPLOYMENT FIRST

| | | NAME OF COMPANY NAME & TITLE OF SUPERVISOR | CITY & STATE TELEPHONE NUMBER | TYPE OF BUSINESS | POSITION HELD | SALARY/ PAY RATE | REASON FOR LEAVING |
|------|--|---|----------------------------------|---------------------|------------------|---------------------|-----------------------|
| FROM | | Company: | City & State: | | | | |
| TO | | Supervisor: | Tel: | | | | |
| FROM | | Company: | City & State: | | | | |
| TO | | Supervisor: | Tel: | | | | |
| FROM | | Company: | City & State: | | | | |
| TO | | Supervisor: | Tel: | | | | |
| FROM | | Company: | City & State: | | | | |
| TO | | Supervisor: | Tel: | | | | |

EMERGENCY CONTACTS

| FULL NAME | ADDRESS | PHONE #1 | PHONE #2 |
|-----------|---------|----------|----------|
| | | | |
| | | | |
| | | | |

I hereby certify the foregoing information to be true. Any misrepresentation herein will be sufficient for immediate termination of employment. I also authorize investigation of all statements contained in this application and authorize my previous employers to give Jack of All Trades any information concerning my previous employment. I may be tested with respect to my suitability for the position for which I am applying, such as typing, spelling, etc. In the event I have a disability which will affect my ability to take the examination, I will inform Jack of All Trades prior to the administration of the test so that a reasonable accommodation can be made. Reasonable accommodations may include possibly testing alone, modifying testing conditions, and accessible testing formats. Jack of All Trades reserves the right to require medical documentation concerning the need for the accommodations before proceeding with the examination.

TERMS:

Employee never pays a fee for a job that stays temporary. If you work for the same company for 320 hours and the company wants you to work for them full time, you do not owe a fee.

I am not obligated to accept any employment that you suggest or to which you refer me. "ACCEPT" means agreement by me with the employer to report to work.

I agree to keep all information concerning employment from Jack of All Trades strictly confidential and for my exclusive benefit. If I impart any information obtained through Jack of All Trades to any other person and such person obtains employment, I agree to be personally responsible for the fee which would be due Jack of All Trades and I agree to pay same upon demand.

I have read all the foregoing provisions and fully understand them as a binding and legal agreement. I hereby warrant that the facts stated on my employment application are true and complete, and for purposes of inducing Jack of All Trades to assist me in securing employment, and I hereby employ Jack of All Trades for that purpose. THE TERMS OF THIS CONTRACT ARE VALID AND BINDING.

ALL INFORMATION REQUESTED ON THIS APPLICATION IS FOR THE BENEFIT OF THE APPLICANT AND IS REQUESTED FOR ONE PURPOSE ONLY, THAT BEING, TO PLACE THE APPLICANT IN THE CORRECT JOB FIELD AND TO BE ABLE TO LOCATE THE APPLICANT WHEN A POSITION BECOMES AVAILABLE.

I understand that should any company or industry to which I am assigned require a drug test to be taken in conjunction with normal applicant employment procedure or employee on the job fitness for duty, that is the sole responsibility of that company or industry and I hereby release and in no way hold JOAT liable for such testing or intent to test.

I further understand that the insurance provided by JOAT does not extend to any property damage, bodily injury, or liability claims arising from the operation of my vehicle, or any vehicle, in the course of my employment with JOAT.

In consideration for compensation paid to me or to be paid me, I agree to accept full responsibility for any bodily injury, property damage, collision or public liability claims which might arise out of the operation of any vehicle owned or operated by myself and I further agree to indemnify and hold JOAT harmless for any aforementioned claims.

DATE: _____ SIGNATURE: _____

HIRING AND EMPLOYMENT POLICIES

OF

JACK OF ALL TRADES PERSONNEL SERVICES, INC

Thank you for considering Jack of All Trades Personnel Services, Inc as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and check the box at the left to note that you have read and understand them.

- Jack of All Trades Personnel Services, Inc is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.
- Jack of All Trades Personnel Services, Inc embraces a zero-tolerance policy on harassment. This means that any harassment of fellow employees, applicants, customers, vendors, or anyone associated in any way with Jack of All Trades Personnel Services, Inc (JOAT) is strictly prohibited. All complaints of harassment will be promptly, fully, and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon age, national origin, gender, race, color, religion, sexual orientation, disability, veteran's status or any other protected characteristics, are subject to discipline up to and including discharge. Harassment constitutes any verbal or physical conduct which creates an intimidating, offensive, and/or hostile environment based on any such characteristic. Sexual harassment also includes any pressure to engage in any sexual activity including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- Any intentional falsification, misrepresentation, or distortion made in any company document, including employment applications, is grounds for immediate discharge.
- Jack of All Trades Personnel Services, Inc (JOAT) maintains demographic data regarding its job applications in order to comply with applicable law and to assure that we provide equal employment opportunity to applicants. We collect this information in the first part of the Employment Application and clearly identify it. This information will be separated from your application and none of it will, under any circumstances, be used in making hiring decisions.
- Drug and alcohol abuse is, sadly, widespread throughout the country costing employers millions of dollars annually in medical costs, lost productivity, and the like. Jack of All Trades Personnel Services, Inc (JOAT) therefore requires all new employees to pass an initial drug screening prior to employment. JOAT may at any time ask you to submit to a random drug test. Likewise, if JOAT ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, JOAT has the right to require you to submit to drug and/or alcohol testing.
- I agree to undergo the following before I receive my first paycheck from Jack of All Trades: A limited orthopedic screening by Jack of All Trades company provider and an in-house drug screen administered by Jack of All Trades.(at no cost to me)
- I hereby authorize Jack of All Trades Personnel Services to release to prospective employers the complete results of my limited orthopedic screening and drug screening conducted in compliance with a request for employment.

HIRING AND EMPLOYMENT POLICIES
OF
JACK OF ALL TRADES PERSONNEL SERVICES, INC

- Pursuant to the Fair Credit Reporting Act, I hereby authorize Jack of All Trades and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment purposes. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, or public agency may have.
- I acknowledge receipt of the document entitled A Summary of Your Rights Under the Fair Credit Reporting Act.
- Jack of All Trades Personnel Services, Inc employs its personnel "at will." This means that you are free to leave your employment with JOAT at any time, and JOAT is free to terminate your employment at any time. The period upon which compensation is based, e.g., hourly, monthly, annually, does not modify an employee's at will status.
- All policies of Jack of All Trades Personnel Services, Inc (JOAT) are in writing. They are contained in the employee handbook which are distributed to employees at the time of employment. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.
- I hereby acknowledge that I have received, read, and understood the handbook furnished by Jack of All Trades and I agree to abide by the rules and regulations that are company policy.

I hereby acknowledge that I understand the foregoing policies and principles, and have indicated my understanding by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Candidate's Signature: _____ Date: _____

Printed Name: _____

**Our company participates in the Work Opportunity Tax Program (WOTC). Participation in the WOTC program will NOT affect you or your job opportunity so please answer the following questions as thoroughly as possible. Thank you in advance for your cooperation and welcome to the Team. **

*****COMPLETE 8850 USING LINK BELOW*****

Click Link → 8850 Form



EEO SELF-IDENTIFICATION FORM

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin. This employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, this employer invites employees to voluntarily self-identify their race/ethnicity and gender. If you do not self-identify your race/ethnicity at this time, the federal government requires this information to be determined by the employer through a visual survey and/or other available information.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

INVITATION TO SELF-IDENTIFY

| Name (Last, First, & Middle) | Position Title | Date |
|------------------------------|----------------|------|
| | | |

What is your legal sex? Male Female

What is your race or ethnicity? **You may mark only one box.**

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):** all persons who identify with more than one of the above racial identities.
- I do not wish to disclose.**



Date: _____

Name: _____

How were you referred to Jack of All trades:

- Employer; if so, name of company: _____
- Business Associate; if so, name: _____
- Friend/Neighbor/Relative
- Texas Workforce Commission
- JOAT Website
- JOAT Hotline
- Facebook
- Indeed
- Zip Recruiter
- Walk-In
- Drove by and saw sign
- Newspaper
- Radio Ad; if so, what station:
- Yellow pages
- Billboard/Bus Benches
- Flyers
- Previously employed by JOAT
- Other(please explain) _____

Fair Credit Reporting Act Disclosure

By this document, Jack of All Trades Personnel Services discloses to you that a consumer report, including investigative consumer report containing information as to your character, general reputation, personal characteristics and mode of living, may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Should an investigative consumer report be requested, you will have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act. Your signature, below, acknowledges receipt of this disclosure.

FCRA Authorization to Obtain a Consumer Report (Background/Credit Check)

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Jack of All Trades Personnel and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Jack of all Trades Personnel Services or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date

Printed Name

GIVE LENGTH OF EXPERIENCE IN OR ON THE FOLLOWING:

(List years and/or months.)

TYPING

SPEED _____
DATA ENTRY _____
10 KEY BY TOUCH _____
10 KEY BY SIGHT _____

SOFTWARE

MS WORD _____
EXCEL _____
POWERPOINT _____
ACCESS _____
QUICKBOOKS _____
PEACHTREE _____
AUTOCAD _____
JAVA _____

BOOKKEEPING/ACCOUNTING

A/R _____
A/P _____
PAYROLL _____
GEN LEDGER _____
FINANCIAL STMTS _____
BOOKKEEPER _____

SALES/MARKETING

TELEMARKETING _____
STORE CLERK _____
CASHIER _____
HOST/HOSTESS _____

SPECIAL EXPERIENCE

RECEPTIONIST _____
MEDICAL OFFICE _____
INSURANCE (list type) _____
RETAIL _____
CREDIT/COLLECTIONS _____
IT MAINT/PROGRAMMING _____
CNA _____

TECHNICAL

DRAFTING (list type) _____
ENGINEERING _____
TECH WRITING, ILLUSTRATING _____

FOOD SERVICE

COOK _____
SERVER _____
BARTENDER _____
CATERING _____

LABOR/TRADES

ASSEMBLY _____
WAREHOUSE _____
PACKING/WRAPPING _____
SHIPPING/RECEIVING _____
FORKLIFT _____
LANDSCAPING _____
LAWN MAINTENANCE _____
CONCRETE WORK _____
CARPENTRY _____
CONSTRUCTION _____
PAINTING (list type) _____
SANDBLASTING _____
RESPIRATOR FIT TEST _____
PLUMBING _____
ELECTRICAL _____
DRYWALL/SHEETROCK _____
HVAC _____
HVACR _____
WELDING (list types) _____
HYDRAULICS/SCHEMATICS _____
GAUGES _____
BLUEPRINTS _____
MACHINE OPERATOR (list types) _____

CNC MACHINIST _____
CNC PROGRAMMING _____
MANUAL LATHE/MILL _____
HEAVY EQUIPMENT _____
JANITORIAL/HSKPING _____
INVENTORY _____
QC/QA _____
CLASS ____ CDL _____
TIRE/LUBE TECH _____
MACHINE MAINT _____
MECHANICAL TECH _____
BUILDING/APT MAINT _____
APT MAKE READY _____

MECHANIC

AUTO _____
DIESEL _____
AIRCRAFT _____
SMALL ENGINE _____

CERTIFICATES: _____

BILINGUAL (list languages) _____