



TEMPS

Adam Temporary Services, Inc

TEMPORARY APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ENTIRE FORM

This application will be scanned. Please print clearly

Adam Temporary Services, Inc is an equal opportunity employer

NAME

POSITION DESIRED

DATE

Last name First name

ARE YOU LEGALLY PERMITTED TO WORK IN THE US? YES NO

ADDRESS _____

Rate Per Hour _____

MAY WE CHECK YOUR REFERENCES?

YES NO

CITY & STATE

LIST TWO BUSINESS REFERENCES

City State Zip code

NAME _____

TITLE _____ COMPANY _____

PHONE _____ E-MAIL _____

HOME PHONE BUSINESS PHONE

NAME _____

TITLE _____ COMPANY _____

PHONE _____ E-MAIL _____

CELLULAR PHONE

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO
IF YES, PLEASE DESCRIBE THE NATURE AND DATE OF THE CONVICTION(S) (A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FOR EMPLOYMENT):

E-MAIL

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

IF NO, PLEASE STATE YOUR AGE: _____

DATES AVAILABLE TO WORK? _____

SHIFT AVAILABLE TO WORK? _____

HIGH SCHOOL: _____ YEARS ATTENDED: _____ DID YOU GRADUATE: YES NO

COLLEGE: _____ YEARS ATTENDED: _____ DID YOU GRADUATE: YES NO

MAJOR: _____ DEGREE: _____ GPA: _____ OTHER: _____

	MOST RECENT EMPLOYER	PREVIOUS EMPLOYER
FIRM NAME		
ADDRESS		
TELEPHONE		
WEBSITE		
TYPE OF BUSINESS		
STARTING DATE		
LEAVING DATE		
POSITION		
DUTIES		
REASON FOR LEAVING		
NAME OF MANAGER		
SALARY		

- MICROSOFT WORD
- WORDPERFECT
- EXCEL
- LOTUS
- POWERPOINT
- OUTLOOK
- ACCESS
- ADOBE APPLICATIONS
- NETWORKING
- QUARK
- DATA ENTRY
- GRAPHICS
- PUBLISHER
- PHOTO EDITOR
- FILEMAKER PRO
- PAGEMAKER
- BOOKKEEPING
- ASST
- TRIAL BAL.
- INVENTORY
- GEN. LEDGER
- ACCT. REC.
- ACCT. PAY.
- PAYROLL (COMPUTER)
- DICTAPHONE)
- QUICKBOOKS

OTHER SKILLS _____

FOREIGN LANGUAGES

_____ SPEAK READ WRITE
 _____ SPEAK READ WRITE

TYPING SPEED: _____

STENO SPEED: _____

FAST LONGHAND: _____

PREVIOUS ASSIGNMENTS

COMPANY NAME **NAME OF SUPERVISOR**

HOW DID YOU LEARN OF OUR SERVICE?

I certify that the information I have provided in this application is true, accurate, and complete. I understand that the misrepresentation or omission of facts in the application process, including without limitation, during interviews, may cause Adam Temporary Services, Inc. to refuse to employ me, or, if already employed, to terminate my employment.

I authorize Adam Temporary Services, Inc and/or its designee to contact the employers, references, and educational institutions I have identified to verify and obtain information for purposes of evaluating me for employment. I hereby release Adam Temporary Services, Inc and its affiliates, employees, representatives and agents, and any individuals or entities that Adam Temporary Services, Inc contacts, from any and all claims or liability that may arise from such contact or from the information that is provided.

I acknowledge and agree that if I am employed by Adam Temporary Services, Inc my employment shall be "AT WILL." This means that either I or Adam Temporary Services, Inc may terminate my employment at any time, with or without reason and with or without notice. Nothing contained in this employment application or in the granting of an interview or an offer of employment is intended to or shall create a contract between me and Adam Temporary Services, Inc for either employment or for the providing of any benefit.

 Signature

 Date