



CLERICAL EMPLOYMENT APPLICATION

Please print except signatures

Position : _____ Social Security No.: _____

Last Name: _____ First Name: _____

Address: _____

City _____ State: _____ Zip Code: _____

Telephone: _____ Cell phone: _____

Email address: _____ Foreign Languages _____

Emergency Phone No.: _____ Contact Name _____

How long have you lived in Florida: _____ yrs. Minimum Salary: _____

Driver's Lic #: _____ State _____ Exp. Date _____

Nearest major intersection to your home: _____

***** Federal and State Law prohibit discrimination in employment*****

Have you ever been convicted of a Felony, a First Degree Misdemeanor or has adjudication ever been withheld? _____ yes _____ no. If yes, please explain: _____

A "Yes" answer to these questions will not automatically bar you from employment. The nature, job relatedness, severity, and date of the offense in relation to the position for which you are applying are considered.

***** Interest Codes -- Please check only subjects in which you have experience *****

Accts Payable	File Clerk	Receptionist/ gen ofc	Purchasing	Copy Center
Accounts Receivable	Administrative Asst	Receptionist/ swtchbd	Research Assistant	UPS/FedEx program
10 key	Executive Secretary	Sales Counter sales	Inventory	Help Desk
Bookkeeper	General Office	Telemarketing	Manager	IT helpdesk
Reconciliation	Medical Records Clerk	Customer Service Rep	Dispatcher	Programmer
Typing	Medical Billing	CSR face to face	Property Management	Proofreader
Alpha data entry	Collections	Sales – outbound	Human Resources	Graphic Artist
Numeric data entry	PowerPoint	Appointment setter	Bilingual French	Customer Service
Word	Outlook	Customer Ser Inbound	Bilingual Spanish	People Soft
Excel	Payroll Clerk	AutoCAD Structural	Bilingual other	Legal
Access	Payroll tech	AutoCAD Mechanical	Marketing	Scanning

How were you referred to A-1 Temps: _____

Have you ever applied with A-1 Temps before? _____ yes _____ no If yes, when _____

Have you ever worked for A-1 Temps before? If yes, when _____

Have you ever been terminated or asked to leave any job? If yes, explain _____

EMPLOYMENT HISTORY

Dates	Company	Duties	Reason left
From: To: Pay rate:	Name: Phone:		
From: To: Pay rate:	Name: Phone:		
From: To: Pay rate:	Name: Phone:		
From: To: Pay rate:	Name: Phone:		

EDUCATION

High School Name: _____ Graduated _____ GED _____

College or Other: School Name Yrs/ Major Degree

From: To:			
From: To:			
From: To:			

Certification: I am aware that my omissions, falsifications, or misstatements above may disqualify me for employment consideration and, if hired may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organization to investigators, personnel staff, and other authorized employees of A-1 Temps, or its subsidiaries for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, and complete and made in good faith.

Signature: _____ Date: _____

SIX PAID HOLIDAYS PER YEAR

New Years Day	Memorial Day	4th of July
Labor Day	Thanksgiving Day	Christmas Day

You can qualify for holiday pay for any of these days if you have worked 450 hours in the 13 weeks preceding the holiday and you must work both the day before and the day after the holiday.

SAFETY INCENTIVE PROGRAM

In an effort to create an even more safety conscious atmosphere at A-1 Temps, we are implementing this new safety program. If we are safe at work, we will all be winners with this program.

1. Each employee in our branch will be given **one chance** to win a monthly drawing for **every week** they work 30 hours or more for A-1 Temps without a loss time injury within a month's time period.
2. All employees have been grouped by branch location.
3. If you have a loss time injury, you must return to work that same month to be eligible for the drawing. Of course, for every week you miss work, you lose that many chances to win.
4. Drawings will be held the first payday of the following month at 3:00 p.m. You or one of your co-workers will draw the winner for each branch. **You do not have to be present to win.**
5. The monthly incentive winners for our branch will be posted in our lobby the following Monday.

You will be providing valuable service to our clients as well as building our reputation of providing temporary help. You, therefore, are a very important representation of our company. We look forward to working with you and hope you enjoy the flexibility of working with our company.

ONE WEEK OF PAID VACATION!!

You can qualify for 40 hours of vacation pay if you have worked 1600 hours in an annual period. The time is recorded from the date you actually started working for us until the anniversary of that date. Accrued vacation time must be used during the year that it was earned. Contact your local branch for additional information.

REFERRAL BONUS PROGRAM

All active employees that refer new employees to A-1 Temps, Inc. will be eligible to earn a referral bonus of \$25.00 after the employee has worked a minimum of 40 hours within the first 30 days of employment. All referrals must abide by our policies and guidelines and safety policies.