

**INSTRUCTIONS:** Please print legibly and complete all applicable questions. Please advise your PrimeSource representative if you need any accommodation during the application process due to a disability. We appreciate your interest in PrimeSource Staffing. PrimeSource is an equal employment opportunity employer. Our policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age, disability, genetic information, military status, sexual orientation, gender identity or any other basis protected by applicable federal, state, or local laws. PrimeSource also prohibits harassment of applicants or employees based on any of these protected categories.

Date: _____ Name: (First, MI, Last) _____ Address: _____ City/State/Zip: _____ Cell #: _____ E-mail: _____	Have you applied at PrimeSource Staffing Before? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No Preferred Location(s): _____ Referral Source: (Please Specify) <input type="checkbox"/> Friend <input type="checkbox"/> Client <input type="checkbox"/> PrimeSource Website <input type="checkbox"/> Social Media <input type="checkbox"/> Internet Job Board <input type="checkbox"/> Craigslist <input type="checkbox"/> Other _____
Placement Preference: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Availability: <input type="checkbox"/> 1st Shift <input type="checkbox"/> 2nd Shift <input type="checkbox"/> 3rd Shift <input type="checkbox"/> Holiday Days Available: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If hired you will be required to submit verification of your legal right to work in the United States).</i>

EMERGENCY CONTACT INFORMATION	
<b>In case of an emergency at your work site, we need to be able to notify a relative or friend. This information will strictly be used for emergency purposes.</b>	
Emergency Contact Name: _____ Telephone Number: _____ Relationship: _____	

WORK EXPERIENCE (Begin with current or most recent)					
	Company Name & Address	Supervisor Name & Phone	Pay Rate	Position/Duties	Reason for Leaving
Dates					
Dates					
Dates					

REFERENCES (Please list previous professional references)		
Company Name	Contact Name & Title	Telephone

EDUCATION and TRAINING			
Name and Location of School	Yrs Attended	Completed	Type of Course/Major/Description of Degree/Certifications
College/Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Interviewer's Name _____
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**Skills & Experience** - Please check all that apply.

<b>EDUCATION</b>	<b>LANGUAGES</b>	<i>Speaking</i>	<i>Reading</i>	<b>LIGHT INDUSTRIAL</b>
High School Diploma/GED	English			Shipping
Trade School	Fluent			RF Scanner
Technical School	Limited			Shipping Software
Associates Degree				Receiving
Bachelors Degree	Spanish			Order Selecting - pick/pack
Masters Degree	Fluent			Forklift - Cherry Picker
<b>ADMINISTRATIVE &amp; CLERICAL</b>	Limited			Forklift - Clamp
Clerical				Forklift - Sit-down
Filing	Other			Forklift - Stand-up
Mailroom	Fluent			Reach Truck
Receptionist	Limited			Hand Pallet Jack
Administrative Assistant				Electric Pallet Jack
Executive Assistant	<b>TECHNICAL</b>			Inventory
Office Manager	Programmer			Stocking
<b>DATA ENTRY</b>	Computer Technician			Quality Control
10 Key by sight	<b>OPERATING SYSTEMS</b>			Assembly
10 Key by touch	Windows			Electronic Assembly
Alpha/numeric	Mac			Food Production
Scanning	Other			Sewer
Cashier	<b>MICROSOFT OFFICE SUITE</b>			Janitorial
<b>CUSTOMER SERVICE/CALL CENTER</b>	Outlook			Construction
Customer Service – Call Center	Word			Painter
Customer Service – Retail	Excel			Blue Print Reading
Inbound	Powerpoint			<b>MANUFACTURING</b>
Outbound	Publisher			Machine Operator
Tier 1 Tech Support	Access			Maintenance
Tier 2 Tech Support	<b>PROFESSIONAL</b>			Soldering
Tier 3 Tech Support	Human Resources			Welding
<b>SALES</b>	Legal			CNC Machine
Inside Sales	Medical			Lathe Machine
Retail Sales	Mortgage			Meat Cutter
Cold Calling	Purchasing			Sheet Metal
Telemarketing	<b>HOSPITALITY</b>			Steel Toed Boots
Account Management	Cook			<b>LIFTING</b>
Business-to-Business	Dishwasher			Repetitive – up to 30 lbs
<b>COLLECTIONS</b>	Housekeeping			Repetitive – up to 50 lbs
Front End Collections	Laundry			Repetitive – up to 75 lbs
Back End Collections	<b>MANAGEMENT</b>			
Skip Tracing	Manager			
<b>ACCOUNTING/BOOKKEEPING</b>	Supervisor			
Accounting Clerk	Team Lead			
Accounts Payable				
Accounts Receivable				
Payroll				
Bookkeeping				
Accountant				

As described on the previous page, PrimeSource Staffing is an equal opportunity employer. All employment with PrimeSource Staffing is "employment at will". This means that employment with PrimeSource Staffing, including any current or future work assignments may be terminated with or without notice and with or without cause. In no event shall hiring or placement be construed as a contract of employment. If the PrimeSource client offers you a position or if your assignment is ended for any reason, you must contact PrimeSource within 48 hours. If you decide to end your assignment for any reason, a 2 week notice must be given to PrimeSource, but PrimeSource reserves the right to terminate your employment on an earlier date, and you only will be paid for work performed on behalf of the Company.

In submitting this application for employment, I authorize investigation of all statements contained herein, and it is understood and agreed that any misrepresentation (including omission of information) by me in the application will result in cancellation of the application and/or immediate termination of employment with PrimeSource Staffing, if discovered at a later date.

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

Date \_\_\_\_\_