

Mountain Temp Services, LLC

Aspen, Carbondale, Dillon, Eagle-Vail, Rifle, Steamboat

Application accepted by: _____

Today's Date: _____

Employee Application

Name: _____ Date of Birth: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip)

Social Security Number: _____ - _____ - _____ Email Address: _____ Phone#: _____

Alternative Phone #: _____ Emergency Contact & Phone#: _____

PLEASE TAKE A MOMENT TO ANSWER THE FOLLOWING QUESTIONS:

Can you legally work in the U.S.A.? Yes _____ No _____ Please Specify: _____

Are you available to work? Days _____ Nights _____ Full-time _____ Part-time _____ Weekends _____

Do you have a current Driver's License? Yes _____ No _____ Please Specify: _____

Do you have transportation to work? Yes _____ No _____ Please Specify: _____

Have you ever had a work related injury? ... Yes _____ No _____ If yes, in what State: _____ When: _____

Do you have any lifting restrictions? Yes _____ No _____ Please Specify: _____

Have you been convicted of a felony? Yes _____ No _____ Please Specify: _____

Which of the following languages do you speak fluently? English _____ Spanish _____ Other _____

EDUCATION	NAME OF SCHOOL/YEAR COMPLETED	COURSE OF STUDY	DID YOU GRADUATE?	
High School			Yes: _____ No: _____	
College			Yes: _____ No: _____	
Other			Yes: _____ No: _____	
WORK REFERENCES	COMPANY ADDRESS	PHONE	DATES EMPLOYED	SUPERVISOR
			From: _____ To: _____	
			From: _____ To: _____	
			From: _____ To: _____	

◆◆◆ Timecard and Payroll Policy ◆◆◆

- Our payroll runs Monday to Sunday. Timecards **MUST** be turned in by 5:00 p.m. the **MONDAY** following the previous workweek! They need to be **SIGNED** by your supervisor and have the **CORRECT HOURS!**
- Checks are ready on **THURSDAY AT NOON** from the previous workweek, **NO EARLIER!**
- Advances will be given on **HOURS WORKED** only on an emergency basis. Requests must be made by 10:00 a.m. for processing at 4:00 p.m. that day. **NO EXCEPTIONS!**

Applicants Signature: _____

Date: _____

PLEASE FILL OUT THE APPROPRIATE JOB INFORMATION

CONSTRUCTION RELATED WORK

(Place a check next to area of interest).
LABOR
 Years Experience: _____
 General: _____
 Landscape: _____
 Concrete: _____
 Painting: _____
 Plumbing: _____
 Electrical: _____
 Other: _____

(Place a check next to the tools you own).
APPRENTICE CARPENTRY
 Years Experience: _____
 Tools Available:
 Belt: _____
 Hammer: _____
 Square: _____
 Tape: _____
 Cat's Paw: _____
 Chalk Line: _____
 Other: _____

(Place a check next to the tools you own).
CARPENTRY
 Years Experience: _____
 Framing: _____ Finish: _____
 Full Tool Belt: _____
 Skill Saw: _____
 Drill: _____
 Chop Saw: _____
 Level: _____
 Nail Gun: _____
 Other: _____

OFFICE RELATED SERVICES

(Place a check next to area of interest).
POSITIONS
 Receptionist: _____
 Secretary: _____
 Legal Secretary: _____
 Personal Assistant: _____
 Accountant/Bookkeeping: _____
 Office Manager: _____
 Other: _____

(Place a check next to applicable skills).
GENERAL SKILLS
 PBX System: _____
 Typing (words per minute): _____
 Phone: _____
 Dictation/Dictaphone: _____
 Shorthand: _____
 Transcription: _____
 Other: _____

(Place a check next to applicable skills).
COMPUTER PROFICIENCY
 Windows Vista: _____
 Windows XP: _____
 Internet Explorer: _____
 Microsoft Excel: _____
 Microsoft Outlook: _____
 Microsoft Word: _____
 Other: _____

GENERAL & PROFESSIONAL SKILLS

(Place a check next to applicable skills).
GENERAL
 Waiter/Waitress: _____
 Bartender: _____
 Dishwasher: _____
 Heavy Equipment Operator: _____
 CDL License: _____

(Place a check next to applicable skills).
PROFESSIONAL
 Sales: _____
 Graphic Designer: _____
 Promotions/Special Events: _____
 Project Coordinator: _____
 Chef: _____