

Mountain Temp Services

Application accepted by: _____

Employee Application

Name: _____

Address: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____ Place of Birth: _____

Telephone Number: (____) _____ Pager/Phone/Other: (____) _____ Emergency Contact Number: (____) _____

PLEASE TAKE A MOMENT TO ANSWER THE FOLLOWING QUESTIONS:

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

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

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

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

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

Have you ever had a work related injury or illness in the past?..... Yes ___ No ___ If yes, in what state? _____

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

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

WORK REFERENCES

COMPANY	ADDRESS	PHONE	DATES EMPLOYED	SUPERVISOR
			From: _____ To: _____	
			From: _____ To: _____	
			From: _____ To: _____	

EDUCATION	NAME OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?
High School			Yes: ___ No: ___
College			Yes: ___ No: ___
Other			Yes: ___ No: ___

***** MOUNTAIN TEMP SERVICES PAYROLL POLICY *****

1. Timecards **MUST** be turned in **SIGNED** with **CORRECT HOURS** by 5:00 p.m. the **MONDAY** following that workweek!
2. Checks are ready on **THURSDAY AT NOON** from the following workweek, **NO EARLIER!!!!**
3. Advances will be given on **HOURS WORKED ONLY once per week**. Requests must be made by 10:00 a.m. for processing at 4:00 p.m. that day. **NO EXCEPTIONS!**

Applicants Signature: _____ Date: _____

(more)

PLEASE CHECK THE APPROPRIATE BOX OR BOXES YOU HAVE PREVIOUS SKILLS IN.

CONSTRUCTION RELATED WORK		
<p><u>LABOR</u> Years Experience: _____ General: _____ Landscape: _____ Concrete/Mason: _____ Painting: _____ Plumbing: _____ Electrical: _____ Other: _____ _____</p>	<p><u>APPRENTICE CARPENTRY</u> Years Experience: _____ Tools Available: Belt: _____ Hammer: _____ Square: _____ Tape: _____ Cat's Paw: _____ Chalk Line: _____ Other: _____ _____</p>	<p><u>CARPENTRY</u> Framing: _____ Finish: _____ Years Experience: _____ Full Tool Belt: _____ Power saw: _____ Drill: _____ Chop Saw: _____ Level: _____ Nail Guns: _____ Other: _____ _____</p>

OFFICE RELATED SERVICES		
<p><u>POSITIONS</u> Receptionist: _____ Secretary: _____ Legal Secretary: _____ Personal Assistant: _____ Accountant/Book Keeping: _____ Office Manager: _____ Other: _____ _____ _____</p>	<p><u>GENERAL SKILLS</u> PBX System: _____ Typing (words per minute): _____ Phone: _____ Dictation/Dictaphone: _____ Shorthand: _____ Transcription: _____ Other: _____ _____ _____</p>	<p><u>COMPUTER PROFICIENCY</u> Windows 98: _____ Windows XP: _____ Internet Explorer: _____ Microsoft Word: _____ Microsoft Excel: _____ Microsoft Access: _____ Other: _____ _____ _____</p>

GENERAL & PROFESSIONAL SKILLS	
<p><u>GENERAL</u> Waiter/Waitress: _____ Bartender: _____ Dishwasher: _____ Heavy Equipment Operator: _____ CDL License: _____</p>	<p><u>PROFESSIONAL</u> Sales: _____ Graphic Designer: _____ Promotions/Special Events: _____ Project Coordinator: _____ Chef: _____</p>