

**GENERAL STAFFING SOLUTIONS**

**EMPLOYMENT APPLICATION**

**Today's Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**PERSONAL DATA**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Cell Phone/Pager \_\_\_\_\_ E-mail \_\_\_\_\_ Best Time to Call \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Previous Street Address \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_

Date available to begin interviews: \_\_\_\_\_ Date available to begin new position: \_\_\_\_\_

Are you interested in: Temp-to-Perm assignments  Permanent Placement Only  Temporary Only   
 Will you accept same day assignments: yes no Are you available for long term assignments: yes no

Check the days of the week you are available to work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

**EDUCATION AND TRAINING** (Please list all schools attended. Begin with High School and then list all colleges, vocational/ military service schools).

High School Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Country \_\_\_\_\_ Highest Grade Completed? \_\_\_\_\_

College/Vocational School \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Country \_\_\_\_\_ Degree Completed? \_\_\_\_\_

Graduate School Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Country \_\_\_\_\_ Degree Completed? \_\_\_\_\_

Trade/Business School \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Country \_\_\_\_\_ Certificate Completed? \_\_\_\_\_

**ADDITIONAL INFORMATION**

Are you a U.S. Citizen? yes no Are you legally authorized to work in the USA? yes no Alien ID No. \_\_\_\_\_

Are you a Student? yes no Have you ever been convicted of a felony or misdemeanor crime? yes no

Have you ever been employed by GSN Staffing or any of its subsidiaries? yes no If yes, give location(s) and date(s) \_\_\_\_\_

Have you ever interviewed with GSN Staffing or any of its subsidiaries? yes no If yes, when and at what location? \_\_\_\_\_

How were you referred to GSN Staffing?

Newspaper, which newspaper: \_\_\_\_\_ Trade Publication Job Fair/Open House GSN Staffing Web-site

Internet site, which site: \_\_\_\_\_ Other source, specify: \_\_\_\_\_

MSN employee GSN employee / Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

**PREVIOUS EMPLOYERS – PERMANENT** (Below list information for previous PERMANENT positions assigned, starting from most recent).

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Name of Employer	Dates: From	To	Phone number
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Address of Employer	Person to whom you reported
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Type of Work/Position	Salary	Reason for leaving
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Name of Employer	Dates: From	To	Phone number
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Address of Employer	Person to whom you reported
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Type of Work/Position	Salary	Reason for leaving
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Name of Employer	Dates: From	To	Phone number
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Address of Employer	Person to whom you reported
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Type of Work/Position	Salary	Reason for leaving
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**PREVIOUS EMPLOYERS – TEMPORARY** (Below list information for previous TEMPORARY positions assigned, starting from most recent).

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Name of Employer	Dates: From	To	Phone number
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Address of Employer	Person to whom you reported
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Type of Work/Position	Salary	Reason for leaving
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Name of Employer	Dates: From	To	Phone number
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Address of Employer	Person to whom you reported
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Type of Work/Position	Salary	Reason for leaving
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Name of Employer	Dates: From	To	Phone number
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Address of Employer	Person to whom you reported
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Type of Work/Position	Salary	Reason for leaving
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**REFERENCES** (Please list three individuals with whom you have worked who were in a position to evaluate your performance).

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Name	Title	Address	Telephone No.
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Name	Title	Address	Telephone No.
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Name	Title	Address	Telephone No.
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**SKILLS** (Check only the skills in which you have work experience)

**Clerical**

- Filing – Alpha/Numeric \_\_\_\_\_
- Collating \_\_\_\_\_
- Receptionist \_\_\_\_\_
- Mailroom \_\_\_\_\_
- Proofreading \_\_\_\_\_
- Data Entry \_\_\_\_\_
- Copier \_\_\_\_\_
- Fax \_\_\_\_\_
- Postage Meter \_\_\_\_\_
- Calculators \_\_\_\_\_
- Microfiche \_\_\_\_\_
- Other Equipment/Skills: \_\_\_\_\_

**# yrs. exp.**

**Telecommunication**

- Telephone System \_\_\_\_\_

**# yrs. exp.**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

(ex: Centrex, Horizon)

**Typing:**

- Typewriter \_\_\_\_\_
- Keyboard \_\_\_\_\_
- Speed: \_\_\_\_\_ **WPM**
- Department of Labor Typing Certified
- Speed: \_\_\_\_\_ **WPM**
- Correspondence \_\_\_\_\_
- Letters \_\_\_\_\_
- Policy/Claims \_\_\_\_\_
- Invoices \_\_\_\_\_
- Statistical \_\_\_\_\_
- Proposals \_\_\_\_\_
- Manuscripts \_\_\_\_\_

**Transcription**

- Tape  Belt  Disk
- Machines: \_\_\_\_\_

**Special Terminology**

- Legal  Medical  Engineering
- Bilingual-Language \_\_\_\_\_
- Speak  Write  Read
- Translate  Other \_\_\_\_\_

**Bookkeeping/Financial**

- Full Charge \_\_\_\_\_
- Assistant \_\_\_\_\_
- Accounts Receivable \_\_\_\_\_
- Payroll \_\_\_\_\_
- Accounts Payable \_\_\_\_\_
- Posting \_\_\_\_\_
- Bank Reconciliation \_\_\_\_\_
- Trial Bal \_\_\_\_\_
- General Ledger \_\_\_\_\_
- Collections \_\_\_\_\_
- Credit \_\_\_\_\_
- Mgmt \_\_\_\_\_
- Teller \_\_\_\_\_
- Other \_\_\_\_\_

**Secretarial**

- Executive \_\_\_\_\_
- Legal \_\_\_\_\_
- Office Manager \_\_\_\_\_
- Admin \_\_\_\_\_
- Engineering \_\_\_\_\_
- Medical \_\_\_\_\_
- Other \_\_\_\_\_
- General \_\_\_\_\_

**Professional**

- Banking: \_\_\_\_\_
- Insurance: \_\_\_\_\_
- Mortgage: \_\_\_\_\_
- Human Resources: \_\_\_\_\_
- Other: \_\_\_\_\_

**Information Technology:**

**General:**

- Composing HTML
- Java Script
- Visual Basic
- Conducting Internet research
- Creating/Editing graphic design
- Downloading/moving files
- Merging data

**PC Operating Systems: #yrs. exp.**

- Macintosh \_\_\_\_\_
- MS DOS \_\_\_\_\_
- Windows 3.1 \_\_\_\_\_
- Windows 95 or newer \_\_\_\_\_
- Version: \_\_\_\_\_

**Word Processing Software:**

- MS Word \_\_\_\_\_
- WordPerfect for DOS \_\_\_\_\_
- WordPerfect Windows \_\_\_\_\_

**Spreadsheet Software:**

- Lotus 123 \_\_\_\_\_
- MS Excel \_\_\_\_\_

**Database Software:**

- MS Access \_\_\_\_\_
- Alpha 4 \_\_\_\_\_
- Dbase III \_\_\_\_\_
- Fox Pro \_\_\_\_\_
- Medical Manager \_\_\_\_\_
- Oracle \_\_\_\_\_
- Paradox \_\_\_\_\_

**Other Software:**

- Corporate Time \_\_\_\_\_
- MS PowerPoint \_\_\_\_\_
- MS Publisher \_\_\_\_\_
- Mulberry \_\_\_\_\_
- PageMaker \_\_\_\_\_
- Peachtree Accounting \_\_\_\_\_
- Quark X-press \_\_\_\_\_
- Quick Books/Quicken \_\_\_\_\_
- UNM FRS \_\_\_\_\_
- UNM HRS \_\_\_\_\_
- Computer Languages: (e.g. C++) \_\_\_\_\_

Other: \_\_\_\_\_

**Sales and Marketing**

- Sales Assistance \_\_\_\_\_
- Sales Mgr \_\_\_\_\_
- Retail Manager \_\_\_\_\_
- Buyer \_\_\_\_\_
- Sales Rep \_\_\_\_\_
- Acct Mgr \_\_\_\_\_
- Marketing Assistance \_\_\_\_\_
- Copy \_\_\_\_\_
- Project Manager \_\_\_\_\_
- Writer \_\_\_\_\_
- Other: \_\_\_\_\_

**Industrial:**

- Light  Medium  Heavy

**General:**

- Changing Light bulbs
- Delivering/picking up items
- Lifting heavy items (50 lbs or heavier)
- Moving and arranging furniture
- Operating hand and power tools
- Flagging (Government Projects)

- Heavy Equipment
- Carpet Installation
- Asphalt/Paving
- Clearing snow  Welding
- Roofing  Plumbing
- Carpentry  Drywall
- Electrical Wiring  Fencing
- HVAC  Painting

**Landscaping:**

- Maintaining golf coarse greens
- Moving and arranging plant & landscape materials
- Mowing grass
- Pruning

**Vehicle Operation:**

- Busses (more than 16 passengers)
- Forklifts
- Inspecting vehicles for general maintenance
- Passenger vans (up to 16 passengers)
- Riding mowers
- Other: \_\_\_\_\_

**Assembly:**

- Paper  Electronics
- Food  Automotive

**Manufacturing:**

- Welding  mig \_\_\_  tig \_\_\_
- Electronics  Environmental
- Food  Automotive

**Commercial Custodial:**

**General:**

- Cleaning carpets
- Cleaning restrooms
- Cleaning upholstery
- Cleaning windows
- Disposing of trash
- Dusting
- Maintaining general custodial equipment
- Maintaining wooden floors
- Mopping
- Operating buffers
- Operating general custodial equipment
- Polishing furniture
- Stripping floors
- Team cleaning
- Vacuuming/sweeping
- Washing and sorting laundry
- Waxing/buffing floors
- Other: \_\_\_\_\_

**Certifications:**

- CPR  Notary Public
- UNM Bookholder

**Licenses:**

- Valid UNM driver's license
- Valid commercial driver's license
- Valid State driver's license
- Class:  F  B  C  HAZ-MAT

## **GSN Staffing is an Equal Opportunity Employer**

### **Applicant Acknowledgment**

**I certify** that the information in this application is accurate, current and complete. I understand that miss-statements or omissions may result in disqualification from further consideration or termination of employment.

**I authorize** GSN Staffing to investigate my employment history, credentials and to obtain any relevant information (including a criminal background check) needed to make an employment decision. I authorize GSN Staffing to disclose this application along with any information about me obtained through reference checks or during the course of the interview process for state, federal, contractual or accreditation audit purposes. I also authorize GSN Staffing to disclose any of my performance appraisals, disciplinary records or skills tests for the same purposes as above. I release GSN Staffing and any individual or entity providing information to GSN Staffing from all liability for any damages from the disclosure of this information.

### **I also understand and agree that:**

- Passing a medical examination and/or participating in a post-conditional offer medical screening may be required. If medical restrictions cannot be reasonably accommodated, I may not be hired, or if hired, employment may be terminated.
- Subject to applicable state laws, the Company reserves the right to conduct drug screening and testing for reasonable suspicion at any time during employment and as a pre-employment requirement. Any violation of this policy shall result in an applicant not being hired or an adverse employment action up to and including immediate termination. GSN has the right to change this policy at any time as it requires.

**I understand and agree** that nothing contained in this employment application or in granting of an interview creates an employment contract between GSN Staffing and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be terminable 'at will', that I will have the right to terminate my employment at any time, and that GSN Staffing will retain a similar right to terminate my employment at any time.

**I understand** that should I become employed by GSN Staffing, my work assignments, schedules and/or work locations are subject to change according to the needs of the business and the clients of GSN Staffing.

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**Applicant's Signature**

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**Date**