



Client Use Only	
Start Date	
Job Title	
W/C Code	
Rate of Pay	\$
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
Auth. Signature	

EMPLOYMENT APPLICATION

We adhere to a policy of making employment decisions without regard to age, race, color, creed, religion, sex, national origin, marital status, disability/handicap, arrest/conviction record, sexual orientation and veteran status. We assure you that your opportunity with Staff Leasing depends solely upon your qualifications.

First Name _____ Last Name _____ MI _____

Street Address _____

City _____ State _____ Zip _____

SSN _____ Home Phone _____ County _____

Position Desired _____ Part Time Full Time

Are you able to perform the essential functions of the position with or without accommodations? YES NO

Are You 18 Years of Age or Older? _____ (If Under 18, Please State Your Age) _____

Date Available for Employment _____ Min Salary Requirements \$ _____

Have you been convicted of any crime, other than minor traffic violations but including DUI? Yes No

If yes, please explain _____

Do you have reliable transportation to work? Yes No

In case of an emergency, contact _____ Phone # _____

PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW

The facts set forth in my application are true and complete. I authorize Staff Leasing to investigate all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employer from all liability on account of furnishing such information to Staff Leasing. I understand that if employed, false statements, omissions or misleading statements on this application could lead to dismissal and agree that Staff Leasing shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. Staff Leasing is hereby authorized to investigate my employment history, including the contacting of the employers on the previous page.

EMPLOYMENT AND SEPARATION STATEMENT

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice. I understand that I must immediately contact Staff Leasing at their headquarters at **149 Northern Concourse, North Syracuse, NY 13212, (315) 641-3600** if ever my employment at my current job site is voluntarily or involuntarily terminated.

I understand if hired I will be an employee of Staff Leasing, leased to _____ Staff Leasing has an on-site supervisor for daily instruction.

Applicant Signature _____ Date _____



An Equal Opportunity Employer

EMPLOYMENT APPLICATION (CONT)

Employment Experience

Your present or most recent employer:

Company Name _____ Phone # _____

Employed (date) from _____ to (date) _____ Ending Salary/ Rate _____

Supervisor _____

Work Performed _____

Reason for Leaving _____

Previous employer:

Company Name _____ Phone # _____

Employed (date) from _____ to (date) _____ Ending Salary/ Rate _____

Supervisor _____

Work Performed _____

Reason for Leaving _____

EDUCATION

High School _____

Univ./College _____ Major/ Degree _____

Military, Business

Trade, Other _____ Major/ Degree _____

SPECIAL SKILLS, CERTIFICATES or PROFESSIONAL LICENSES

Summarize special job-related skills and qualifications from employment or other experience as well as any certificates or professional licenses that you hold.

Four horizontal lines for writing special skills, certificates, or professional licenses.