

Procure Personnel

Application for Employment

113 North Wyoming Street, Hazleton PA 18201 Tel: 570-450-7400 Fax: 570-450-7441

TO APPLICANT: We deeply appreciate your interest in Procure Personnel. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

PLEASE PRINT.

PERSONAL INFORMATION

Date: _____

Last Name _____ First Name _____ Middle In _____ Maiden _____

Social Security No. _____ Telephone Number _____ Cell # _____

Address _____ Email _____

City _____ State _____ Zip _____

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ (Proof of citizenship or immigration status will be required upon employment.)

Are you over the age of eighteen? Yes, ___ No ___ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Have you ever been convicted of a major crime in the last 7 years (felony)? Yes ___ No ___

Were you previously employed by us? Yes ___ No ___ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Shift Preference? First Choice _____ Second Choice _____

Can you work 8 hour and/or 12-hour shifts? ___Both___8hours ___12Hours; Can you work weekends? Yes ___ No ___

Are there any other job-related experiences, skills, or qualifications that will be of special benefit in the job for which you are applying? _____

Do you have any restrictions from performing any jobs? ___YES ___NO. If yes please explain _____

Are you able to lift? 25 - 30 - 35 - 40 - 45 - 50+LBS ___YES ___No

Can we send you emails and/or texts of Job Opportunities ___YES ___NO

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
			1	2	3	4		
Trade Training			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High			9	10	11	12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent employer.

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did.							
Telephone:	I hereby give permission to contact the employer listed above concerning my prior work experience. Yes, ___ No ___ Signature _____							

For Office Use Only --- Reference Sent? Yes, ___ No ___ Initials _____

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did.							
Telephone:	I hereby give permission to contact the employer listed above concerning my prior work experience. Yes ___ No ___ Signature _____							

For Office Use Only --- Reference Sent? Yes ___ No ___ Initials _____

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did.							
Telephone:	I hereby give permission to contact the employer listed above concerning my prior work experience. Yes ___ No ___ Signature _____							

For Office Use Only --- Reference Sent? Yes ___ No ___ Initials _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Telephone Number

May we telephone you to follow up on this application at home? Yes ___ No ___ If yes, what is the best time to call? _____
 May we telephone you to follow up on this application at work? Yes ___ No ___ If yes, what is the best time to call? _____
 Have you paid your Occupation Privilege Tax or EMST this year? Yes ___ No ___
 If hired, please list the name/relationship of someone we can contact in case of an emergency: _____ Telephone #: _____
 If hired, what is your means of transportation to and from work? _____
 How far are you willing to travel to work? _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Procure Personnel (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Procure Personnel, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Procure Personnel may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.