

Application Instructions

**Please fill out our application completely. Be sure to complete the top portion of the reference sheets.
We require 2 verifiable work references.**

Applications are accepted daily, and may be submitted by the following methods:

FAX:
(614)794-1145

MAIL:
5 Star Staffing Employment
133 S. State St.
Westerville, OH 43081

IN PERSON:
Applications can also be dropped off at the
address above between the hours of 9am and 4pm, M-F.

Please note:
A resume is a welcome addition to your application! While resume
submission is not required in the 5 Star application process, it can be helpful in
maximizing your career goals.

What happens next?
We will review your application. When your experience
matches up with our current needs, you will be contacted to schedule an interview.



**APPLICATION FOR
EMPLOYMENT**

Entry completed ____/____/____

Date Initials

FOR OFFICE USE ONLY

Date	Coordinator	SKILL 1	SKILL 2	SKILL 3

PERSONAL INFORMATION

Last Name		First Name		Middle	Social Security #
Address		City	State	Zip	Home Phone
Circle days available for work M T W TH F SA S	Date available:	Day Hours Available from: to:		Night Hours Available from: to:	
Transportation: <input type="checkbox"/> Car <input type="checkbox"/> Bus	Preference: <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking	Interest in a direct hire Position <input type="checkbox"/> Yes <input type="checkbox"/> No		Presently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Citizenship: <input type="checkbox"/> USA <input type="checkbox"/> Other					
Have you ever been convicted of a crime other than a traffic offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. How many times and for what?					
How were you referred? <input type="checkbox"/> Yellow Pages <input type="checkbox"/> School <input type="checkbox"/> Walk In <input type="checkbox"/> Other <input type="checkbox"/> Ad- -which newspaper? <input type="checkbox"/> Friend- -name of friend: _____ Phone # _____					
IN CASE OF EMERGENCY CONTACT:					
Name		Address		Phone #	

EDUCATIONAL BACKGROUND

SCHOOL	COURSE OF STUDY	NUMBER OF YEARS ATTENDED	DIPLOMA/ DEGREE
HIGH SCHOOL CITY / STATE			
BUSINESS / TECHNICAL CITY / STATE			
TRADE SCHOOL CITY / STATE			
COLLEGE CITY / STATE			

PLEASE READ AND SIGN:

I authorize you to check my references regarding past employment and criminal background. I agree to contact you after each assignment is completed to check if other work is available. If I do not contact you, understand I am not available for work. Any refusal to work disqualifies me from receiving unemployment.

SIGNATURE: _____ DATE: _____

WORK EXPERIENCE

Start with present or most recent employment. **Please fill out completely.**

COMPANY NAME		ADDRESS	CITY	STATE	ZIP
PHONE #	DATES WORKED	SUPERVISOR / TITLE		SALARY	
JOB TITLE	REASON FOR LEAVING			MAY WE CONTACT?	
DESCRIBE POSITION AND DUTIES					

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PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING THE APPLICATION

I hereby certify that the answers given by me on the foregoing questions and statements are true and correct without reservations of any kind and that no attempt has been made by me to conceal pertinent information. It is understood that all facts are open to investigation. **Anything in this application that is false or misleading, is grounds for termination of employment.** If employed by Five Star Staffing Resources, I agree to abide by the policies and procedures of Five Star Staffing Resources.

Our clients expect prompt, appropriate and professional service. In signing this form, I will maintain my behavior according to Five Star Staffing Resources' policies.

APPLICANT'S SIGNATURE

DATE

PLEASE CHECK BELOW ANY POSITIONS IN WHICH YOU HAVE WORK EXPERIENCE

Clerical

- Billing
- Cost
- Filing
- Inventory
- Mailing
- Statistical

Data Entry

- CRT
- Alpha
- Numeric

Typing

- Biller
- Clerk Typist
- Correspondence
- Manuscript
- Policy
- Statistical
- Technical
- WPM _____

WPM _____

Office Machines

- Adding Machine
- Calculator
- Copy Machine
- FAX
- Microfilm or Fiche
- Postage Meter

Secretarial

- Admin. Asst.
- Executive
- Legal
- Medical
- General
- Other _____
- _____

Bookkeeping

- A/P A/R
- Asst Bookkeeper
- Credit
- Financial Statements
- General Ledger

Collections

- Auto Dialer

Childcare provider

- In-Home
- Outside The Home

Reception

- Multiline Phone System
- # of lines _____

Computers

*****indicate latest version***

- Windows**
- MAC**
- Linux**
- Unix**

Office Operating Systems

- Excel** Word**
- Access** Office**
- Works** Peachtree**
- Powerpoint** Word**
- Quickbooks**

_____ Other

Graphics Software

- Adobe Photoshop**
- FrontPage** Quark**

_____ Other

Data Base Software

- Oracle** Sybase**
- SQL Server**
- Peoplesoft**

_____ Other

Customer Service

- Authorization
- Order Taking

Marketing

- Demonstrator Telemarketing
- Survey Interview

Sales

- Inside Outside

Housekeeping

- Laundry
- Cleaning- Office, Factory
- Cleaning-Homes

Janitorial

- Buffer
- General Cleaning
- _____
- Machine Cleaning
- Maintenance
- Shampoo Carpets
- Stripping Floors
- Waxing floors

Food Service

Cafeteria

- Baker
- Cashier
- Cook
- Deep Cleaning
- Dietary Aide
- Dishwashing
- Food Preparation
- Grill Cook
- Line Server
- Slicer

Bartender

- Beer/Wine Serve
- Full Bar
- Barista

Restaurant

- Busser
- Host/ess
- Table Service

Catering

- Fine Dining Service
- "Full" Serve/Carry Tray
- Buffet Server
- Banquet Set-up

Kitchen

- Chef
- Prep Chef
- Meat Carver
- Ice Sculptor

Construction

- Backhoe Bobcat
- Bulldozer Foreman

General Labor

Management

- Crew/Team leader
- Human Resources
- Office
- Planning
- Production
- Quality Control
- Supervisor
- Warehouse Supervisor

Landscaping

- Tree Service
- Mowing
- Mulching
- Planting

Safety Equipment

- Hard Hat
- _____
- Safety Gloves
- Safety Shoes
- Safety Glasses

Industrial

- Assembler
- Cherrypicker
- Forklift
- Inventory
- Load/Unload
- Machine Operator
- Moving
- Packing/Wrapping
- Shipping/Receiving
- Sorting
- Stockroom

Maximum Weight

- Under 50#
- Over 50#

Truck Driver

Class of License _____

Skilled Trades

- Auto Mechanic
- Carpentry
- Plumbing,
- Electrician
- Electronics
- Machinist
- Pipe Fitting
- Welder
- Type _____

Foreign Languages

- _____ Speak
- _____ Translate

Special Skills

REFERENCE



PLEASE PRINT:

APPLICANT _____

SOCIAL SECURITY NUMBER _____

COMPANY NAME _____ SUPERVISOR _____

COMPANY ADDRESS _____ PHONE# _____

DATES WORKED _____ TO _____ POSITION _____

You have my permission to release to Five Star Staffing the information requested below.

Signature _____ Date _____

The form below is for the FORMER EMPLOYER ONLY:

Dear Employer:

The applicant named above has applied to Five Star Staffing for employment and has furnished your name as a reference. We place great importance on the thorough screening of all our applicants. You are legally protected in providing clear and truthful responses. We appreciate your cooperation, and will thank you for a prompt reply.

Please rate the applicant as: Excellent, Very Good, Good, Satisfactory, or Poor, and write the letter representing your grade in the blank beside each quality. Definitions are provided to suggest the qualities needed for Excellent ratings.

_____ KNOWLEDGE (knows the job, is able and willing to share understanding with others)

_____ PERFORMANCE (consistent effort, completes tasks without error)

_____ COOPERATION (willingness to do what is asked)

_____ INITIATIVE (self-starter, able to move on basic instructions)

_____ ATTENDANCE (can be relied upon to appear to work when scheduled)

_____ DEPENDABILITY (can be expected to remain on task, and to do the job right)

_____ PUNCTUALITY (appears on time, ready to work)

_____ APPEARANCE (dresses appropriately for the work environment)

_____ ATTITUDE (willingness to follow instructions, open to asking questions)

_____ TRUSTWORTHINESS (completes assignments, can be entrusted with valuables)

Type of work performed _____

Reason for leaving _____

Strengths and weaknesses _____

Is the applicant eligible for rehire? Yes No If not, why not? _____

Comments _____

Signature _____ Title _____ Date _____

REFERENCE



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APPLICANT _____

SOCIAL SECURITY NUMBER _____

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