

We consider all applicants without regard to race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, arrest and court record or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, we comply with applicable state and local laws prohibiting discrimination in every jurisdiction in which we operate. **Please print. Answer all questions completely and provide exact dates.**

ALTRES simplicity^{HR}

DATE:
INTERVIEWED BY:

Employment Information

LAST NAME		FIRST NAME		MIDDLE NAME		TODAY'S DATE	
CURRENT STREET ADDRESS			CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED AT CURRENT ADDRESS?	
PREVIOUS STREET ADDRESS			CITY	STATE	ZIP	_____ YR _____ MO HOW LONG? _____ YR _____ MO	
HOME PHONE	ALTERNATE PHONE	CELLULAR/PAGER	EMAIL ADDRESS				
IN CASE OF EMERGENCY CONTACT:			NAME	TELEPHONE			
WHEN ARE YOU AVAILABLE TO START? _____ HOW DID YOU HEAR OF US? _____ _____ HAVE YOU EVER APPLIED OR WORKED FOR ALTRES BEFORE? _____ _____							
EDUCATION		SCHOOL NAME		CITY/STATE	MAJOR	GRADE POINT	TYPE OF DEGREE
HIGH SCHOOL							
COLLEGE							
TRADE, BUSINESS OR OTHER							
EMPLOYMENT HISTORY: PLEASE LIST YOUR LAST 3 JOBS, MOST RECENT FIRST. ARE YOU CURRENTLY EMPLOYED? _____ IF YES, WHERE? _____							
	MOST RECENT JOB: FROM / / TO / /			PRIOR JOB FROM / / TO / /		NEXT PRIOR JOB FROM / / TO / /	
TITLE							
COMPANY & DIVISION							
ADDRESS							
TELEPHONE							
SUPERVISOR/TITLE							
TYPE OF BUSINESS							
DUTIES(S)/RESPONSIBILITIES							
REASON FOR LEAVING THIS JOB							
	MAY WE CONTACT THEM FOR A REFERENCE? YES NO			MAY WE CONTACT THEM FOR A REFERENCE? YES NO		MAY WE CONTACT THEM FOR A REFERENCE? YES NO	
	IF NOT, WHY? _____			IF NOT, WHY? _____		IF NOT, WHY? _____	
BUSINESS REFERENCES (CO-WORKERS & PREVIOUS MANAGERS)							
NAME/TITLE	COMPANY		PHONE	NAME/TITLE	COMPANY		PHONE
WHAT POSITION ARE YOU APPLYING FOR?				DESIRED BENEFITS			

WHAT IS THE "IDEAL" NEXT POSITION FOR YOU?	WHAT MATTERS MOST TO YOU IN A JOB?
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FOREIGN LANGUAGE PROFICIENCY	WRITE	SPEAK	READ
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HAVE YOU EVER BEEN LICENSED OR BONDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO
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WHAT SPECIAL SKILLS CAN YOU CONTRIBUTE?	WILL YOU USE YOUR OWN TRANSPORTATION OR PUBLIC TRANSPORTATION FOR WORK?
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LIST YOUR MINIMUM TO PREFERRED SALARY OR HOURLY PAY RANGE	PREFERRED WORK DAYS & HOURS?	ANY DAYS OR HOURS NOT AVAILABLE?
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IS THERE ANYTHING THAT WOULD PREVENT YOU FROM PERFORMING, IN A REASONABLE AND SAFE MANNER, THE ACTIVITIES INVOLVED, IN THE TYPE OF POSITION FOR WHICH YOU ARE SEEKING EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE EXPLAIN:
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IS THERE ANYTHING ELSE YOU WANT US TO KNOW ABOUT YOU?

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WHO ELSE DO YOU KNOW WHO MAY BE LOOKING FOR WORK?

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PRE-EMPLOYMENT STATEMENT Please read the following statements and sign in the space provided below. I understand and agree that:

1. The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment or, if employed, termination from employment.
2. Any offer of employment I may receive is contingent upon my successful completion of any screening process, including ALTRES and/or the customer receiving references that they consider satisfactory.
3. In processing this application, ALTRES and/or the customer may verify the information provided by me, or may procure or have prepared a consumer or investigative consumer report concerning my work history, education, character, reputation, background, and conviction record (if and as permitted by law). I understand that upon written request to ALTRES, I will be informed of whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.
4. I authorize and request that my present and former employers, educational institutions attended, and references furnish information regarding my work history, education, character, reputation, and background. I hereby release ALTRES, the customer, and all providers of information from any and all liability relating to or arising from furnishing the requested information.
5. I authorize ALTRES to release any information about me that it may obtain from any source to ALTRES customers or referrals which may be interested in employing me or otherwise engaging my services, and specifically hold ALTRES harmless and release ALTRES from any and all liabilities, damages, or consequences associated with such disclosure.
6. After receiving an offer of employment, I may be required by ALTRES and/or the customer to undergo a pre-employment medical examination and/or screening for alcohol and/or drugs, with the offer of employment conditioned on the result of such examination or screening. If employed, I agree to submit to a medical examination (or screening for alcohol and/or drugs) at ALTRES' or the customer's request, consistent with applicable law. I hereby consent to having the results of any pre- or post-employment medical examinations and/or screening for alcohol and/or drugs disclosed to the appropriate ALTRES or customer official.
7. If employed, I agree that ALTRES is my employer of record for all workers' compensation matters. In the event of an occupational injury or illness, my exclusive remedy for such injury or illness shall be pursuant to ALTRES' workers' compensation coverage and I shall not seek benefits from any customer to which I am assigned. A delay in reporting the injury or illness to ALTRES may result in a delay in receiving benefits.
8. I agree to maintain the confidentiality of any proprietary information of ALTRES and/or the customer, including client lists, personnel information, internal communications, computer programs, price lists, business plans, financial statements, information pertaining to lawsuits or other legal proceedings, training programs, and product development. I agree that the use, communication, duplication and/or distribution of such information for personal benefit or for the benefit of another person, company, or entity other than ALTRES and/or the customer may be grounds for disciplinary action, up to and including dismissal, and may also result in legal action.
9. This application is not an implied or express contract of employment and cannot create a contract of employment for any specific period. I understand that if I am offered employment, my employment will be "at will" and can be terminated at any time at the option of ALTRES, the customer, or myself, with or without cause and with or without prior notice or warning.

Signature _____ Print Name _____ Date _____

ARBITRATION POLICY

Because of the delay and expense that results from the use of the federal and state court systems, ALTRES requires, as a term and condition of employment and/or continued employment, that all of its employees agree to submit to binding arbitration any controversies concerning compensation, employment, or termination of employment, rather than to use the court system. If I am offered employment, I expressly and knowingly agree that if any dispute should ever arise between myself and ALTRES, and/or between myself and the ALTRES customer, and/or arising out of any transaction or occurrence at my workplace, concerning any aspect of my employment including, but not limited to, my compensation, the terms and conditions of my employment, harassment and/or discrimination of myself in the workplace and/or connected with work, or termination of my employment, such dispute(s) shall be submitted to binding, mandatory and exclusive arbitration and I shall not attempt to use any court or judicial system to adjudicate such dispute(s).

Signature _____ Print Name _____ Date _____