



Ready Hire Staffing

310 Stewart Parkway
Washington, NC 27889
252-940-9873

Employment Application

Position Applied: _____ Date: _____

Name: _____ SS#: _____

Mailing Address: _____

Cell #: _____ Emergency #: _____

Email: _____

How did you hear about us? (Circle One): Social Media Google/Internet Referral Other

If you are under 18, and it is required, can you furnish a work permit? _____ Yes _____ No

Are you legally eligible to work in the United States? _____ Yes _____ No

_____ Full-Time Date Available for Work: _____

_____ Part-Time Desired Hourly Rate: _____

Education:

School Name	Years Completed	Degree/Diploma/Certificate

Please check desired shifts below:

	1st Shift Normally 7am-4pm	2nd Shift Normally 5pm-1am	3rd Shift Normally 11pm-7am
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness, nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____ Yes _____ No

If yes, please provide the offense, offense date and whether the offense was a misdemeanor or a felony.

Job Skills	Much	Some	None	Comments
Cabinets/Countertops				
Carpentry				
Concrete				
Construction General Labor				
Door/Window Installation				
Drywall, Framing, Mounting				
Flooring				
HVAC				
Landscaping				
Metal Fabrication/Welding (MIG, TIG or Stick)				
Plumbing				
Roofing (shingles, metal, repair / replacement)				
Siding (vinyl, metal, hardwood)				
Automotive Mechanic (gas or diesel)				
Class A CDL				
Class B CDL				
Assembly				
Packing/Distribution				
Shipping/Receiving				
Boat Building/Production				
CNC Machines				
Fiberglass/Gel Coat				
Lamination				
Customer Service				
Google Suite				
Microsoft Office				
Payroll / Insurance				
Quickbooks/Accounts Payable & Receivable				

Please summarize any special training, computer skills, licenses or certifications that may assist us in finding you a position: _____

Employment History: Starting with your most recent employer, provide the following information.

Employer: _____ Phone #: _____

Address: _____

Starting Job Title: _____ Ending Job Title: _____

Starting Salary: _____ Ending Salary: _____

Dates Employed: Month & Year Began: _____ Month & Year Ended: _____

Supervisor Name & Title: _____

Phone #: _____ May we contact for reference: _____ Yes _____ No

Summarize your daily responsibilities and duties: _____

Reason for leaving: _____

Employer: _____ Phone #: _____

Address: _____

Starting Job Title: _____ Ending Job Title: _____

Starting Salary: _____ Ending Salary: _____

Dates Employed: Month & Year Began: _____ Month & Year Ended: _____

Supervisor Name & Title: _____

Phone #: _____ May we contact for reference: _____ Yes _____ No

Summarize your daily responsibilities and duties: _____

Reason for leaving: _____

Employer: _____ Phone #: _____

Address: _____

Starting Job Title: _____ Ending Job Title: _____

Starting Salary: _____ Ending Salary: _____

Dates Employed: Month & Year Began: _____ Month & Year Ended: _____

Supervisor Name & Title: _____

Phone #: _____ May we contact for reference: _____ Yes _____ No

Summarize your daily responsibilities and duties: _____

Reason for leaving: _____

References: Please list the names and contact information of 2 business/work references who are not related to you. If not applicable, list school or personal references who are not related to you:

Name	Relationship to you	Phone # or Email	Years Known

Applicant Statement: Do not sign until you have read the applicant statement below.

I certify that all the information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from my references and former employers to verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the employer and its representatives for seeking, gathering, and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that this employer does not unlawfully discriminate in employment and no questions on this application will be used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it is my responsibility to contact the employer about potential opportunities.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice. The employer also reserves the same right to terminate my employment at any time with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative or the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of my identity and legal authorization to work in the United States of America and federal immigration laws require me to complete an I-9 Form.

I understand that any information provided by me that is found false, incomplete or misrepresented in any aspect will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature: _____ Date: _____

Dear Future Employee,

Thank you for applying with Ready Hire Staffing. We value you as a future employee. We will do its best in finding you the employment opportunity with the pay rate you desire. We would like to take this opportunity to share with you our process for employment and expectations of employees. As a Ready Hire Staffing employee, it is important to understand these two (2) topics.

(1) Please understand that you as an employee are not charged for working with companies through Ready Hire Staffing. There is not a fee or deduction taken from your paycheck for the services of Ready Hire Staffing. We work to find you employment with no charge to you. Once you have completed the application process with Ready Hire Staffing your information will be placed in our database. We begin searching for the ideal fit for you! As employment opportunities arise a Ready Hire Staffing specialist will reach out to you to see your interest in certain opportunities based on your previous work history, desired employment, and qualifications. Our employment opportunities may vary, some being strictly on a temporary basis or a temporary to permanent basis (after 90 days you would be eligible for a direct hire by the company). Ready Hire Staffing also works with companies that may prefer an initial direct hire, in which we help with providing this candidates for a particular position and setting up the interview, but once the decision is made, the employee would work for the company directly. We encourage employees to check in with our office frequently. This helps us to keep your information current and lets us know that you are still seeking employment. **(2)** Ready Hire Staffing has some expectations of our employees that we would like to make you aware of prior to employment. When you are working with a company through Ready Hire Staffing, you are a direct representative of who we are as an entity. This greatly impacts the relationship that we have with companies and opportunities for future jobs. As an employee, it is important to be professional. Please note professionalism includes an employee being responsible for their actions and their role as an employee. All employees are asked to any and all directions given by us and/or the company in which the employee is assigned. A Ready Hire Staffing employee should not attend an assignment in which they are not assigned by one of our staffing specialists. All employees are responsible for keeping a record of their time worked and in order to collect payment for time worked, the time must be verified by the assigned company. Employees may be asked to record time differently for different employment opportunities, but verification of time by the assigned company is required for all payments. We are willing to provide all employees with a timecard, which can be used for your personal record, but please note that in order for this timecard to be valid as a record of your time it has to be signed by a supervisor before it is considered valid.

We are aware that life happens while you work. Another part of professionalism is that an employee is responsible for notifying our office and/or the company assigned if they are not able to work. An employee that has been working on an assignment and was provided with the company supervisor or contact is expected to contact them individually directly to let them know they will not be available to work and any other details that are needed, as well as our office. If something occurs that prevents you from going to an assignment or you change your mind about the employment opportunity, we request that you contact our office as soon as possible. Please be aware, after a no show for three (3) assignments an employee's application/employment opportunity with Ready Hire Staffing will be placed on hold for one (1) year. After one (1) year the employee can re-apply with our company.

Ready Hire Staffing reserves the right to perform, at any point during your employment, an oral or urine drug screen as well as alcohol testing. The results of this testing may disqualify an employee from several positions and may lead to termination from existing employment at the discretion of the contracted company. Employees that refuse testing or leave before testing is complete, are subject to automatic termination or probation. A positive result does not automatically mean termination. Positive results may lead to being placed on probation with the assigned company and the employee may be required to submit to random drug and/or alcohol screens throughout the term of their assignment.

Ready Hire Staffing reserves the right to submit information for a background check and/or motor vehicle driving record if a contracted company requires it for employment. Information provided on this application will be used to run both records. We also reserve the right to deny employment to a specific contracted company based on the results of these records. Unfavorable results DO NOT disqualify an employee from all employment with us. We work with several companies that do not require a background check or a driving record to be pulled.

Please sign below to acknowledge your understanding of the Ready Hire Staffing process and expectations. We look forward to working with you!

Signature: _____ Date: _____