



# Personnel Record

Alternative Staffing, Inc.

Name \_\_\_\_\_

**A record of criminal conviction** will not necessarily be a bar for employment, since the company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision. Have you ever been convicted of a crime in the last seven (7) years, other than minor traffic violations? **YES**  **NO**  If yes, please complete:

Approximate Date of conviction \_\_\_\_\_ Court location of conviction \_\_\_\_\_

Description of offense: \_\_\_\_\_

**Are you a smoker?** **YES**  **NO**  If yes, can you refrain from smoking during work? **YES**  **NO**

**Family Doctor's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Can you think of anything that may prohibit you from working?** **YES**  **NO**

If yes, please explain: \_\_\_\_\_

*Ryan Alternative Staffing, Inc. is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age (40 years and over) or sexual orientation. In addition, Ryan Alternative Staffing, Inc. does not discriminate against qualified individuals with disabilities.*

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

### HOW DID YOU HEAR ABOUT US? (check one)

- Client Referral
- Jobs & Family Services
- Prior Applicant
- Walk-In
- College
- Newspaper Advertising
- Technical School
- Web Site
- Job Fair
- Payroll Employee
- Temp Referral

### WHEN IS YOUR BIRTHDAY? (do not include birth year)

Month \_\_\_\_\_ Day \_\_\_\_\_

### EDUCATION (please include college, technology schools, certificates, programs, etc.)

High School Name \_\_\_\_\_ Location \_\_\_\_\_ Degree:  Diploma  GED  Enrolled for GED

Subject \_\_\_\_\_ Status:  Completed  Presently Attending  Not Completed

College/School Name \_\_\_\_\_ Location \_\_\_\_\_ Degree:  Associate  Bachelors  Certification  Masters

Course of Study \_\_\_\_\_ Status:  Completed  Presently Attending  Not Completed

### PREFERENCES Lowest wage you would accept: \$ \_\_\_\_\_ per hour

### EMPLOYMENT TYPE (CHECK ALL THAT APPLY)

- 12 Hour Shift
- First Shift
- Second Shift
- Third Shift
- All Shifts
- Rotating Shifts
- Weekend Shift
- Short Term
- Long Term

**DO YOU HAVE TRANSPORTATION?** **YES**  **NO**  \_\_\_\_\_

### CHECK THE AREAS WHERE YOU CAN WORK

- |                                     |   |   |   |  |  |                                       |
|-------------------------------------|---|---|---|--|--|---------------------------------------|
| <input type="checkbox"/> Akron      | <input type="checkbox"/> Brookfield     | <input type="checkbox"/> East Liverpool | <input type="checkbox"/> Macedonia        | <input type="checkbox"/> Newbury       | <input type="checkbox"/> Rittman       | <input type="checkbox"/> Strongsville |
| <input type="checkbox"/> Alliance   | <input type="checkbox"/> Brookpark      | <input type="checkbox"/> East Palestine | <input type="checkbox"/> Maple Heights    | <input type="checkbox"/> Newton Falls  | <input type="checkbox"/> Salem         | <input type="checkbox"/> Tallmadge    |
| <input type="checkbox"/> Austintown | <input type="checkbox"/> Brunswick      | <input type="checkbox"/> Garrettsville  | <input type="checkbox"/> Massillon        | <input type="checkbox"/> North Canton  | <input type="checkbox"/> Sebring       | <input type="checkbox"/> Twinsburg    |
| <input type="checkbox"/> Barberton  | <input type="checkbox"/> Canal Fulton   | <input type="checkbox"/> Kent           | <input type="checkbox"/> Masury           | <input type="checkbox"/> North Jackson | <input type="checkbox"/> Seville       | <input type="checkbox"/> Valley City  |
| <input type="checkbox"/> Beachwood  | <input type="checkbox"/> Canton         | <input type="checkbox"/> Lisbon         | <input type="checkbox"/> Medina           | <input type="checkbox"/> North Lima    | <input type="checkbox"/> Sharon Center | <input type="checkbox"/> Wadsworth    |
| <input type="checkbox"/> Bedford    | <input type="checkbox"/> Columbiana     | <input type="checkbox"/> Lodi           | <input type="checkbox"/> Middlefield      | <input type="checkbox"/> Parma         | <input type="checkbox"/> Solon         | <input type="checkbox"/> Warren       |
| <input type="checkbox"/> Berea      | <input type="checkbox"/> Cuyahoga Falls | <input type="checkbox"/> Lordstown      | <input type="checkbox"/> Minerva          | <input type="checkbox"/> Pennsylvania  | <input type="checkbox"/> Strausburg    | <input type="checkbox"/> Warren       |
| <input type="checkbox"/> Bolivar    | <input type="checkbox"/> Dover          | <input type="checkbox"/> Louisville     | <input type="checkbox"/> New Philadelphia | <input type="checkbox"/> Ravenna       | <input type="checkbox"/> Streetsboro   | <input type="checkbox"/> Youngstown   |

**WORK HISTORY** Please check the skills below where you have experience:

**CLERICAL SKILLS**

- |  |  |   |   |  |                                       |
|--|--|---|---|--|---------------------------------------|
| <input type="checkbox"/> Access Software     | <input type="checkbox"/> Call Center       | <input type="checkbox"/> Filing             | <input type="checkbox"/> MS Word          | <input type="checkbox"/> Powerpoint          | <input type="checkbox"/> Typing       |
| <input type="checkbox"/> Accounting          | <input type="checkbox"/> Collection Skills | <input type="checkbox"/> Human Resources    | <input type="checkbox"/> MS Works         | <input type="checkbox"/> Purchasing Skills   | <input type="checkbox"/> Word Perfect |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> Customer Service  | <input type="checkbox"/> Internet Skills    | <input type="checkbox"/> Multi-line Phone | <input type="checkbox"/> Quickbooks          |                                       |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Data Entry        | <input type="checkbox"/> Medical Experience | No. of lines _____                        | <input type="checkbox"/> Shipping Experience |                                       |
| <input type="checkbox"/> Basic Computer      | <input type="checkbox"/> Excel             | <input type="checkbox"/> MS Office          | <input type="checkbox"/> Peachtree        | <input type="checkbox"/> Telemarketing       |                                       |

**LABOR SKILLS**

- |   |   |   |   |  |
|---|---|---|---|--|
| <input type="checkbox"/> Air Tool               | <input type="checkbox"/> Food Experience          | <input type="checkbox"/> Janitorial Experience  | <input type="checkbox"/> Press Operator         | <input type="checkbox"/> Steel Manufacturing |
| <input type="checkbox"/> Assembly               | <input type="checkbox"/> Forklift Experience      | <input type="checkbox"/> Lathe Experience       | <input type="checkbox"/> QC Inspector           | <input type="checkbox"/> Tool & Die          |
| <input type="checkbox"/> Blueprint Reading      | <input type="checkbox"/> Forklift-Certified       | <input type="checkbox"/> Machine Operator       | <input type="checkbox"/> Reach Truck Experience | <input type="checkbox"/> Warehouse           |
| <input type="checkbox"/> CNC Experience         | <input type="checkbox"/> General Light Industrial | <input type="checkbox"/> Maintenance Experience | <input type="checkbox"/> Rubber Experience      | <input type="checkbox"/> Welding             |
| <input type="checkbox"/> CNC Set-up Experience  | <input type="checkbox"/> General Maintenance      | <input type="checkbox"/> Mics & Calipers        | <input type="checkbox"/> Sewing Skills          | Type _____                                   |
| <input type="checkbox"/> Drafting               | <input type="checkbox"/> Grinding                 | <input type="checkbox"/> Overhead Crane         | <input type="checkbox"/> Shipping Experience    | <input type="checkbox"/> Woodworking         |
| <input type="checkbox"/> Electrical Maintenance | <input type="checkbox"/> Industrial Spray Paint   | <input type="checkbox"/> Packaging/Picking      | <input type="checkbox"/> Shipping/Receiving     |  |
| <input type="checkbox"/> Extrusion Experience   | <input type="checkbox"/> Injection Molding        | <input type="checkbox"/> Painting               | <input type="checkbox"/> Soldering              |  |

List your work history, most recent first:

**EMPLOYER** \_\_\_\_\_ Position held \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Supervisor \_\_\_\_\_ OK to contact? YES  NO  Phone \_\_\_\_\_  
 Job Responsibilities \_\_\_\_\_  
 Are you currently an employee? YES  NO  When were you there? \_\_\_\_\_ to \_\_\_\_\_ Starting pay \$ \_\_\_\_\_ Ending pay \$ \_\_\_\_\_  
 Explain gap in employment \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ Position held \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Supervisor \_\_\_\_\_ OK to contact? YES  NO  Phone \_\_\_\_\_  
 Job Responsibilities \_\_\_\_\_  
 Are you currently an employee? YES  NO  When were you there? \_\_\_\_\_ to \_\_\_\_\_ Starting pay \$ \_\_\_\_\_ Ending pay \$ \_\_\_\_\_  
 Explain gap in employment \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

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 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Supervisor \_\_\_\_\_ OK to contact? YES  NO  Phone \_\_\_\_\_  
 Job Responsibilities \_\_\_\_\_  
 Are you currently an employee? YES  NO  When were you there? \_\_\_\_\_ to \_\_\_\_\_ Starting pay \$ \_\_\_\_\_ Ending pay \$ \_\_\_\_\_  
 Explain gap in employment \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**EMPLOYEE PREFERENCES**

**What type of work are you most interested in?**

(Check **YES** if interested.  
 Check **NO** if not interested)

**LIFTING**

- Lifting 10-25 lbs..... YES  NO   
 Lifting 25-50 lbs..... YES  NO   
 Lifting >50 lbs..... YES  NO   
 Lifting <10 lbs..... YES  NO

**TASK PREFERENCE**

- Multi-Task Job ..... YES  NO   
 No Preference ..... YES  NO   
 Non-Repetitive Work .... YES  NO

**WORK PREFERENCE**

- Combination Sitting/ ..... YES  NO   
 Standing Work  
 Physical Work..... YES  NO   
 Sit Down Work..... YES  NO

Do you have any additional skills, certificates, etc. that could benefit your job placement? If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever worked for a temporary service before? YES  NO

If yes, then who did you work for? \_\_\_\_\_

With what company? \_\_\_\_\_ When? \_\_\_\_\_ / \_\_\_\_\_

**EMERGENCY CONTACT**

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Relationship \_\_\_\_\_