

Name (Last) _____ (First) _____ (Initial) _____

Street Address _____ (Apt. #) _____

City / State / Zip _____

Email _____



**Minnesota
Staffing**

Date _____

Shift Availability

ANY _____

1ST _____

2ND _____

3RD _____

Weekends _____

Transportation

_____ Personal Car

_____ Bus Only

_____ Ride Available

Phone # _____

Alternate Phone # _____

Are you 18 or over? Yes ☐ No ☐

Can you provide documentation to verify your identity and legal authority to work in the United States? Yes ☐ No ☐

Please check only training or experience you have acquired

Machining

- ☐ 2 yr. degree
- ☐ Punch Press
- ☐ Drill Press
- ☐ Press Brake
- ☐ Press Operator
- ☐ Flexo
- ☐ Lathes
- ☐ Mills
- ☐ Swiss
- ☐ Saw / Shears
- ☐ Grinding
- ☐ Deburring
- ☐ Finishing
- ☐ Manuals
- ☐ N/C ☐ CNC
- ☐ Set Ups / Programming
- ☐ Read Blueprints
- ☐ Read Micrometers

Welding

- ☐ MIG - Wire Feed
- ☐ TIG - Heli Arc
- ☐ Certified
- ☐ Spot
- Materials Welded _____

Medical Assembly

- ☐ Microscope
- ☐ Soldering
- ☐ Deburring
- ☐ Clean Room
- ☐ Blueprint Reading
- ☐ Medical Assembly
- ☐ Coil Winding
- ☐ Inspection
- ☐ QA-Quality Assurance
- ☐ Injection Molding
- ☐ Laser Welding Operator
- ☐ Metal Forming

Plastics

- ☐ Injection Molding
- ☐ Blow Molding
- ☐ Rotational Molding
- ☐ Finishing / Trimming

Electronic Assembly

- ☐ Circuit Board Stuffing
- ☐ Soldering
- ☐ Wire Crimping
- ☐ Blueprint Reading
- ☐ Testing / Troubleshooting

Warehouse

- ☐ Shipping / Receiving
- ☐ Computer
- ☐ Forklift
- ☐ Certification?
- ☐ Order Filling
- ☐ Loading / Unloading
- ☐ Pallet Jack
- ☐ Picking / Packing
- ☐ Inventory Control

Miscellaneous

- ☐ Assembly
- ☐ Carpentry / Construction
- ☐ Cashier
- ☐ Food Processing
- ☐ Inventory Control
- ☐ Janitorial
- ☐ Landscaping / Lawn Maint.
- ☐ Packaging
- ☐ Palletizing
- ☐ Quality Control
- ☐ Silk Screening
- ☐ Woodworking
- ☐ Driving CDL
- ☐ Industrial Painter
- ☐ Industrial Sewer

Office / Administration

- ☐ Typing
- ☐ Word Processing
- ☐ Data Entry
- ☐ 10 Key
- ☐ Accounting
- ☐ Customer Service
- ☐ Receptionist
- ☐ Administrative Assistant
- ☐ Telemarketing
- ☐ Filing
- ☐ Fax Machine
- ☐ Computer
- ☐ Word
- ☐ Excel
- ☐ Powerpoint

☐ Typing / Speed _____ wpm

☐ Data Entry _____ wpm

Are you willing to:

Please check the appropriate boxes below

			NEVER	OCCAS.	FREQ.	REPET.	PERFORM THESE TASKS:	NEVER	PART OF THE DAY	MOST OF THE DAY	ALL DAY
Speak English	☐	LIFT UP TO:									
Read English	☐	0-10#	☐	☐	☐	☐	Sitting	☐	☐	☐	☐
Work Overtime	☐	10-25#	☐	☐	☐	☐	Standing	☐	☐	☐	☐
Work Weekends	☐	25-50#	☐	☐	☐	☐	Walking	☐	☐	☐	☐
Work in a Dirtier Environment	☐	50-100#	☐	☐	☐	☐	Bend, Twist, Turn Reach Above	☐	☐	☐	☐
Be Exposed to Job-Site Smells	☐						Shoulders Lift Above	☐	☐	☐	☐
Grasp or Grip with Hands	☐						Shoulders	☐	☐	☐	☐
Operate a Machine	☐										

for office use only

PAST EMPLOYMENT
(List most recent employer first)

We require that your past employment information be accurate and complete
Please be detailed about names and locations of employers and dates of employment. Include full-time, part-time and temporary employment. If self-employed, please list customers and their phone numbers as reference.

DATES:

From _____ To _____
(Month/Year) (Month/Year)

Company Name

Address/ Location (City/State)

Job Title/Description

Supervisor/Phone Number

Reason for Leaving

Starting Pay Rate Ending Pay Rate

From _____ To _____
(Month/Year) (Month/Year)

Company Name

Address/ Location (City/State)

Job Title/Description

Supervisor/Phone Number

Reason for Leaving

Starting Pay Rate Ending Pay Rate

From _____ To _____
(Month/Year) (Month/Year)

Company Name

Address/ Location (City/State)

Job Title/Description

Supervisor/Phone Number

Reason for Leaving

Starting Pay Rate Ending Pay Rate

From _____ To _____
(Month/Year) (Month/Year)

Company Name

Address/ Location (City/State)

Job Title/Description

Supervisor/Phone Number

Reason for Leaving

Starting Pay Rate Ending Pay Rate

EDUCATION

School & Location

Please list any other relevant skills or training

High School ☐ Yes ☐ No
GED ☐ Yes ☐ No (if no, last grade completed)
College
Trade / Special Schools

How did you hear about us? _____

Have you ever worked for a temporary help service? ☐ Yes ☐ No

Name of person who referred you? _____

Name of Service / Services & when _____

Have you ever applied with Minnesota Staffing before? _____

Conditions of Employment and Reference Authorization - PLEASE READ AND SIGN

I understand that Minnesota Staffing is an in sourcing firm and if I am hired will be my employer. I further understand that if I am hired, the work Minnesota Staffing will hire me for is part-time in nature. I understand part-time to mean that I might be requested to work eight hours in one given week and in another week I may be requested to work forty or more hours. I also understand as a condition of my employment, that I may be requested to work at various locations, doing various production jobs, at various rates of pay that will be no less than minimum wage. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason or no reason with or without cause and with or without prior notice and that Minnesota Staffing retains the same right.

I agree to notify Minnesota Staffing of my availability to be scheduled for work. Failure to make myself readily available to be scheduled for work will result in Minnesota Staffing assuming I have voluntarily terminated. Upon being dispatched from Minnesota Staffing I agree to report to work as scheduled. If, for any reason I am unable to report to work as scheduled, I agree to notify Minnesota Staffing immediately. Failure to notify Minnesota Staffing can result in my employment being terminated. Upon being scheduled with a client, I agree to report to the client site as scheduled and work in a safe and conscientious manner. I understand that I may be required to undergo a pre-employment drug and/or alcohol test upon being scheduled with certain clients pursuant to Minnesota Staffing's Drug and Alcohol Testing Policy. If I am hurt on the job, I will report the injury to my client's supervisor immediately as well as to Minnesota Staffing and I agree to be examined by the Minnesota Staffing company doctor. I understand Minnesota Staffing may require a drug and/or alcohol screen at the time of such examination and I will be asked to consent to same. Should I refuse, I will be subject to discipline up to and including termination. Should the results of the drug and/or alcohol screen be positive, I realize that my employment may be subject to immediate termination pursuant to Minnesota Staffing's Drug and Alcohol Testing Policy. I realize I am not eligible to be hired away by any client where I am scheduled by Minnesota Staffing, unless I have worked at that client for the required period of time.

Release of Information

I authorize an inquiry to be made on the information contained in this application, including but not limited to a criminal background check. Criminal background checks will be conducted by using The Bureau of Criminal Apprehension of MN website. I authorize educational institutions or any employers listed in this application to provide information about me. I hereby release them from all liability for issuing such information. I hereby waive any privilege I have to such information.

I understand and acknowledge that if (a) I misrepresent or omit material facts on this application or in any pre-employment conversation or (b) the results of an investigation are not satisfactory for any reason, then any consideration, offer, or actual employment by Minnesota Staffing may be terminated immediately. The termination will be without obligation or liability to me other than payment of compensation at the rate agreed upon, for work I actually performed, if I had been employed.

I understand that nothing contained in this employment application or in the granting of an interview, and no Minnesota Staffing policies, procedures, or guidebooks that I might receive are intended to create an employment contract between Minnesota Staffing and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Minnesota Staffing unless made in writing and signed by a duly authorized officer of Minnesota Staffing

I agree to allow Minnesota Staffing to check any and all references. I give permission to all my previous employers to release information related to my employment history.

Name (Printed) _____ (Signature) _____ (Dated) _____