

# Application for Employment



## Thank you for your interest in employment with Shannon Staffing, Inc.

Some applicants view us as a placement agency who "finds" jobs for people who "sign-up," but we aren't. And, we do not charge applicants an employment fee. As a **private employer**, we hire individuals to work with our company, Shannon Staffing, Inc. Application does not guarantee that you will be hired. Should you become our employee, you may be assigned to various client locations for many different types of assignments, based on YOUR skill level & abilities. To further be considered for employment with Shannon Staffing, Inc.:

- You must provide complete and truthful information at all times during the employment process, including this written application, in regards to work history, contact information, criminal background information and any other employment-related information.
- You must confirm your identification as required by Federal law should you be employed by Shannon Staffing, Inc. (Please see posted federally accepted forms of ID.) We are not permitted, by federal law, to employ you if you do not fully comply.
- You may be asked to complete written and/or computerized testing and skill assessments to determine your suitability for assignments.
- You will be asked a number of questions about your work experience, abilities, accomplishments, availability, type of work you are seeking and other areas or topics, so that we can determine your suitability for employment with Shannon Staffing, Inc. and for specific assignments at Clients.
- You must agree to allow Shannon Staffing, Inc. to complete criminal background checks, work references with previous employers, history with educational institutions, and/or motor vehicle driving records.
- You must agree to complete physicals and/or substance testing before and during employment, should you be hired.

I, \_\_\_\_\_  can /  cannot comply with all of the above requirements. \_\_\_\_\_  
 (Applicant Name) (Signature & Date)



**(If you cannot comply, please return this signed form to a staffing specialist at this time.)**

<b>Background Information</b> - Your application will be considered regardless of race, color, religion, sex, national origin, disability, ancestry, age or veterans status.					
First Name		Middle Name		Last Name	
Alias/AKA Names/Maiden Name				Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred Name/Nickname			Social Security No.		Month of Birthdate
Street Address			City		State
Zip	Email Address			Home Phone (with area code)	
Cell Phone (with area code)		Other/Message Phone (with area code)		Emergency Contact Name/Phone (with area code)	
<b>Previous Address Information</b> (Please provide home addresses for the past 5 years)					
Street Address 1		City		State	Zip
Street Address 2		City		State	Zip
Street Address 3		City		State	Zip
Have you applied with or worked for Shannon Staffing, Inc. in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which year(s)? _____					
Please list any crimes, <b>including</b> traffic violations, for which you have been convicted. _____					
Do you smoke or use tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have the legal right to work & reside in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Job Interests &amp; Availability</b>					
What type of work are you interested in? _____					
Which days are you available for work? <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
Are you available to work: (mark all that apply) <input type="checkbox"/> 1 <sup>st</sup> Shift <input type="checkbox"/> 2 <sup>nd</sup> shift <input type="checkbox"/> 3 <sup>rd</sup> shift <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Overtime					
Do you have a valid drivers' license? <input type="checkbox"/> Yes <input type="checkbox"/> No DL# _____ DL State _____					
Do you have your own <u>reliable</u> transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No What date are you available to begin work? _____					
How much notice will you need if a position is offered to you? _____					
<b>Educational Background</b>					
High School:				City	State
Highest Grade Completed <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No		GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College:				City	State
Degree Received			Course of Study		
Technical/Trade School:				City	State
Course of Study		How Many Years Completed?		Certificate Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Employment History - Provide the following information for your past and current employers, starting with the most recent first.			
Employer	Telephone (with area code)		Summarize the type of work performed and your job responsibilities.
Address	City	State   Zip	
Starting Job Title/ Final Job Title	Dates of Employment		
Reason for Leaving	Rate of Pay		
		Start   End	
		Start   End	
Employer	Telephone (with area code)		Summarize the type of work performed and your job responsibilities.
Address	City	State   Zip	
Starting Job Title/ Final Job Title	Dates of Employment		
Reason for Leaving	Rate of Pay		
		Start   End	
		Start   End	
Employer	Telephone (with area code)		Summarize the type of work performed and your job responsibilities.
Address	City	State   Zip	
Starting Job Title/ Final Job Title	Dates of Employment		
Reason for Leaving	Rate of Pay		
		Start   End	
		Start   End	

May we contact your current/previous employer for a reference?  YES  NO  LATER

How did you hear about Shannon Staffing, Inc.? \_\_\_\_\_

At which Shannon Staffing, Inc. office are you applying?  Mt Vernon

### Shannon Staffing, Inc. Substance Abuse Policy

**Shannon Staffing, Inc. believes that any employee under the influence of drugs or alcohol while performing work is likely to increase the risk of injury to him or herself, or to others, including other employees and Shannon Staffing's Clients.**

It is the policy of Shannon Staffing to absolutely prohibit the use, possession, concealment, transportation or distribution of illegal drugs, alcohol and any other unauthorized items on company premises or while on a work assignment at a Client. This policy also applies to prescription medication, in cases where the prescription medication is being abused. Company premises also include any Client company building, parking lot, storage area, campus or any part of a job site. Violation of this policy is grounds for termination and/or criminal prosecution.

In addition to pre-employment, new-hire, random and for-cause testing, our policy requires drug and alcohol testing of any employee involved in a work-related accident or injury. Refusing to take such a test is cause for termination.

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause of the work-related injury. The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

### Statement of Agreement and Understanding

I understand that Shannon Staffing, Inc. does not guarantee employment for any or all of the time that I might be available to work. I understand that the nature of my employment is not permanent nor is work guaranteed every day. I understand that employment with Shannon Staffing, Inc. is not for any fixed period of time and that pay rates may change with each assignment. **I understand that employment is at-will. If employed, I may resign at any time for any reason. Shannon Staffing, Inc. may terminate my employment at any time for any reason or for no stated reason.**

In the event I do not report for an assignment, if I quit an assignment, or if I do not notify Shannon Staffing, Inc. immediately after an assignment has been completed or ended, by my actions I am giving notice to Shannon Staffing, Inc. that I am voluntarily terminating my employment with Shannon Staffing, Inc. I further agree to contact Shannon Staffing, Inc. monthly regarding my availability for continued employment.

I understand that Shannon Staffing, Inc.'s Substance Abuse Policy provides for drug and alcohol testing both before and during employment. I hereby authorize Shannon Staffing, Inc. to deduct from my compensation any amount necessary to cover the cost of testing, up to one-hundred dollars (\$100) if test results are positive for drugs and/or alcohol.

I understand that Shannon Staffing, Inc. requires information about me to evaluate my suitability for employment and to conduct its business if I become an employee. I authorize Shannon Staffing, Inc. to investigate my past employment, educational, and criminal backgrounds and any other employment-related activities, and release all parties, including Shannon Staffing Inc., from any and all liability and responsibility with respect to information supplied. **I understand that any false statements or answers supplied by me on any document in connection with the employment process will be grounds for immediate discharge, if I am employed.**

**I certify that I have read, understand and accept all terms, policies and statements of this application for employment & that all information is true and accurate.**

**Have you personally completed this application with no assistance?**  Yes  No

Candidate Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_