

Essential Personnel, Inc

2418 E. Grand River
Suite 1a
Howell MI 48843
517-552 0336

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

Name _____ Date of application _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell _____ Are you 18 years or older? _____ Email _____

Are you a U.S. citizen? _____ Are you prevented from lawful employment in this country because of visa or immigration status? _____

Were you in the military _____ Branch of Service _____ Discharge Date _____ Rank _____ Reserves? _____

1. GENERAL INFORMATION:

Have you been convicted of any felonies other than minor traffic violations during the past 5 years? _____

I understand and agree that I may be required to take a physical exam as a condition of hiring or continued employment. I agree and consent to take such tests at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such tests. Signature _____
You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you have applied.

2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters _____ Doctorate _____

Name & Address of School	Major Course studied	Graduated or degree (Y or N)	Average Grade
Last High School Attended/Address:			
College or University/Address			
College or University/Address Other School (Technical, Vocational, Graduate, etc.) /Address			

3. EXPERIENCE Please list any skills you have that are appropriate for the position you are applying for: _____
What office machines can you operate? _____

company / location	Date		List Your Duties	Begin Pay	Final Pay	Reason for Leaving
	From	To				

4. REFERENCES

Name: _____ Phone: _____ Occupation: _____

Name: _____ Phone: _____ Occupation: _____

Date You Can Start

Essential Personnel, Inc

Are you physically or otherwise unable to perform the duties of the job for which you are applying? yes _____ no _____

If So, Explain _____

AUTHORIZATION

"I, CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

DATE _____ SIGNATURE _____

FOR OFFICE USE ONLY

INTERVIEWED BY _____ DATE _____

REMARKS

NEATNESS

CHARACTER

PERSONALITY

ABILITY

HIRED

CLIENT

POSITION

WILL REPORT

PAY RATE

BILL RATE

TERMS OF UNDERSTANDING BETWEEN APPLICANT AND ESSENTIAL PERSONNEL

(READ CAREFULLY!!!)

Full time employees are eligible for hire AFTER the **90 (calendar) day** period has been completed through our agency. Part time employees must work **480 hours** to be eligible for hire. At the time of interview with our agency, a pay rate will be discussed with the applicant. This pay rate is set for the 90 day period and will not be increased UNLESS our client requests for an increase to be given. In no way is the applicant to negotiate a start pay when sent for an interview.

A letter of 'Intent to Hire' is needed one week prior to the end of the 90 day period from our client. If the client feels that they are in need of an extended period of time to make a decision on a hire in, that will be granted to them.

There is NO fee expected from an applicant at any time, commission is paid to our agency through the client. With this in mind, if for ANY REASON you must leave a position we expect proper notice (1-2 weeks) to be given along with a letter of resignation in order to replace your position with a qualified worker.

Each Monday your time card must be received by our office. It is your responsibility to make sure that ALL areas of the time card are completed, signed, and properly totaled before submitting it to Essential Personnel. Checks are usually available on Thursday afternoon of each week. If you are terminated, walk off a job, or do not return the next week, your check will automatically be mailed out to you.

If absent, tardy, or leaving early, you MUST call our office as well as the company you are placed with. Failure to do so can result in immediate termination.

NO inappropriate language, dress, or behavior will be tolerated at the work place while employed with our agency; i. e. substance abuse, alcohol, smoking in smoke free areas, profanity, borrowing of moneys, gossiping, and other unprofessional behavior will not be tolerated.

Accidents on the job **MUST** be reported to your immediate supervisor and **Essential Personnel, Inc. A.S.A.P.** We will need a 'Supervisor Accident Report' filled out and sent to us regarding the incident. If the company does not have a report we do have blank forms available for their use. ****IF WE DO NOT RECEIVE AN ACCIDENT REPORT FROM THE COMPANY, YOU WILL BE LIABLE FOR ANY MEDICAL CHARGES INCURRED.****

Our clients have the right to ask for replacement of any employee that they feel is not performing the duties of their job description and will be responsible for providing us with a 'Dismissal Report'.

If a problem needs to be addressed that could result in your resignation, please call our office or come in to talk with us before making a drastic decision. Generally, if problems are addressed promptly they can be cleared up quickly and result in much improved working conditions.

A wage deduction will be made for the cost of any tools, badges, etc. issued to an employee by the company where the employee is placed if the employee does not return said tools, badges, etc. upon termination.

Although it is state law that an employee must be paid for the hours worked, if an employee has been sent for a drug screen and the employee does not complete the two week requirement in order to waive any charges, any charges incurred will be deducted from their last pay check.

Any employee who is drug screened for employment reasons will be required to pay for the drug screen if the results are positive. A positive drug screen will result in dismissal from your job!

Employees are asked to notify Essential Personnel within **7 days** after their assignment ends. **Failure to contact our office within 7 days after the end of your assignment could adversely affect unemployment compensation claims.**

Essential Personnel, Inc.

Signature: _____

Date: _____