



JSJ Staffing, LLC

2720 Airport Drive
Columbus, OH 43219

Date: _____

Name: _____

SSN: _____

Incomplete, unsigned or falsified applications will not be accepted. Resumes will not be accepted in of the applications. Completion does NOT mean that the applicant will be employed. This application will remain active and be considered for ninety (90) days from the date of acceptance.

JSJ Staffing, LLC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

PERSONAL INFORMATION

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Emergency Contact Person: _____

Phone: _____

Can you verify your legal right to work in the US? Y or N

Are you at least 18 years of age? Y or N

WORK REQUIREMENTS

Position Desired: _____

Salary Requested: _____

Date you may begin: _____

of Hours/Week Desired: _____

Are you available for overtime? Y or N

Circle all Days & Shifts you are available:

Mon Tues Wed Thurs Fri Sat Sun

1st Shift 2nd Shift 3rd Shift Rotating All/Any

Do you have reliable transportation? Y or N
Car Ride Bus (circle one)

Travel distance to job site: _____

Within: _____ miles of _____

How much notice do you require before accepting an assignment?

Same Day: _____

One Day: _____

Number of Days: _____

PHYSICAL FUNCTIONS

Please place an "X" next to any physical functions you ARE able to perform:

- Bending repeatedly _____
- Reaching repeatedly _____
- Stooping repeatedly _____
- Climbing stairs/ladders repeatedly _____
- Lifting 10 lbs. repeatedly _____
- Lifting 25 lbs. repeatedly _____
- Lifting 50 lbs. repeatedly _____
- Lifting 100 + lbs. repeatedly _____
- Stand all day _____
- Sit all day _____
- Obey audible warning signals _____
- Working outside in extreme weather _____

FOREIGN LANGUAGE SKILLS

Describe any foreign language ability you consider significant.

Language: _____

Language: _____

Read Write Speak

Criminal Background

For purposes of employment with *JSJ Staffing LLC*, convictions include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

A conviction may not disqualify you, but a false statement will.

Have you ever been charged, convicted, pled guilty or subjected to a deferred adjudication on a

Misdemeanor charge: _____ Y or N

If yes, you must provide the following information:

Actual Charge / Date of Charge / City, State of Charge:

Have you ever been convicted, pled guilty or subjected to a deferred adjudication on a

Felony charge: _____ Y or N

If yes, you must provide the following information:

Actual Charge / Date of Charge / City, State of Charge:

Please list any restrictive conditions:

A conviction may not disqualify you, but a false statement will.

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. **Begin with your current or last position and work backwards.**
2. Employment history should include each position held, even those with the same employer.
3. Employer addresses must be complete mailing addresses, including zip code.
4. Please indicate any employer(s) you do not want us to contact by placing an "X" in the appropriate space.
5. Give a brief summary of the technical and, if appropriate, managerial responsibilities of each position held.
6. For supervisor/managerial positions, indicate the number of employees your supervised.
7. If you need additional space to adequately describe employment history, you may request additional forms.

Employer: _____	Supervisor: _____	Full Time: _____
Address: _____	Title: _____	Part Time: _____
City: _____ State: _____ Zip: _____	Phone: _____	Temp/Project: _____
Phone: _____ Do Not Contact: _____		Average # of hrs Requested: _____
Position or Title: _____	Salary: _____	Start Date: _____ End Date: _____
Summary of Experience: _____ _____		
Specific Reason for leaving: _____		

Employer: _____	Supervisor: _____	Full Time: _____
Address: _____	Title: _____	Part Time: _____
City: _____ State: _____ Zip: _____	Phone: _____	Temp/Project: _____
Phone: _____ Do Not Contact: _____		Average # of hrs Requested: _____
Position or Title: _____	Salary: _____	Start Date: _____ End Date: _____
Summary of Experience: _____ _____		
Specific Reason for leaving: _____		

Employer: _____	Supervisor: _____	Full Time: _____
Address: _____	Title: _____	Part Time: _____
City: _____ State: _____ Zip: _____	Phone: _____	Temp/Project: _____
Phone: _____ Do Not Contact: _____		Average # of hrs Requested: _____
Position or Title: _____	Salary: _____	Start Date: _____ End Date: _____
Summary of Experience: _____ _____		
Specific Reason for leaving: _____		

Employer: _____	Supervisor: _____	Full Time: _____
Address: _____	Title: _____	Part Time: _____
City: _____ State: _____ Zip: _____	Phone: _____	Temp/Project: _____
Phone: _____ Do Not Contact: _____		Average # of hrs Requested: _____
Position or Title: _____	Salary: _____	Start Date: _____ End Date: _____
Summary of Experience: _____ _____		
Specific Reason for leaving: _____		

STAFFING COMPANY EXPERIENCE

Have you applied to *JSJ Staffing LLC* more than 90 days ago? Y or N When: _____

Have you ever been employed by *JSJ Staffing LLC*? Y or N When: _____

Have you previously or are you currently registered with another staffing firm: Y or N

Name of Staffing Firm: _____

INSTRUCTIONS: Knowing your skills and experience are important for us to place you in the right job. In the blank spaces, please indicate the **number of years** of ALL the skills in which you have experience. Be sure to list any other special skills/training you have.

PROFESSIONAL

Engineer (please list) _____
 Marketing _____
 Insurance _____
 C of C _____
 Staffing _____
 Sales _____
 Other (please list) _____

OCCUPATION

Accountant _____
 Accounts Clerk _____
 Administration Officer _____
 Customer Service _____
 Cashier _____
 Computer Tech _____
 Customer Service _____

Insurance Clerk _____
 Debtors Clerk _____
 Manager _____
 Data Entry Operator _____
 Inventory _____
 Other _____

INSTRUCTIONS: Knowing your skills and experience are important for us to place you in the right job. In the blank spaces, please indicate the **number of years** of ALL the skills in which you have experience. Be sure to list any other special skills/training you have.

GENERAL OFFICE

Management _____
 Inventory _____
 Audits _____
 10 Key Calculator _____
 Collections _____
 Customer Service _____
 Secretary _____
 Transcription _____
 File Clerk _____
 Document Service _____
 Records Management _____
 Human Resources _____
 Sales _____
 Purchasing _____
 Dictaphone _____
 Mailing _____
 Office Machinery _____
 Reception _____

HOSPITALITY

Housekeeping _____
 Public Space Cleaning _____
 Maintenance _____
 Shorthand _____
 Switchboard _____
 Typing _____
 Words per Minute _____

COMPUTERS

Microsoft Office _____
 Word _____
 Excel _____
 PowerPoint _____
 Outlook _____
 Access _____
 Desktop publishing _____
 AutoCAD _____
 Lotus Notes _____
 QuickBooks _____
 Peachtree _____
 WordPerfect _____
 Database _____
 Email _____
 Internet _____
 Networking _____

ACCOUNTING / BOOKKEEPING

Accounts Payable _____
 Accounts Receivable _____
 Banking _____
 Financial Accounting _____
 General Ledger _____
 Internal Auditing _____
 Payroll _____
 Purchasing _____
 Financial Statements _____
 Taxes _____
 Bookkeeper _____
 Cash Handling _____

INSTRUCTIONS: Knowing your skills and experience are important for us to place you in the right job. In the blank spaces, please indicate the **number of years** of ALL the skills in which you have experience. Be sure to list any other special skills/training you have.

SKILLED TRADES

Carpenter _____
 Electrician _____
 Plumber _____
 Welder-Gas _____
 Welder -Mig _____
 Welder-Tig _____
 Machinist _____
 Mechanic _____
 Construction _____
 Courier Driver _____
 Dispatcher _____
 Farmhand _____
 Machine Operator _____
 Supervisor _____
 Press Operator _____
 Quality Control _____
 Security Guard _____
 Sheet Metal Worker _____
 Furniture Mover _____
 Trainer/Assessor _____

TRUCK DRIVING

Big Rig-OTR _____
 Big Rig-Local _____
 Delivery-Light Truck _____
 CDL _____
 Class _____
 Endorsements: _____

MAINTENANCE

Janitorial _____
 Building Maintenance _____
 Landscaping Maintenance _____
 Hospital Maintenance _____
 Machinery Maintenance _____
 Hotel Maintenance _____

WAREHOUSE

Supervisor _____
 Dispatch _____
 Shipping/Receiving _____
 Order Picking-pick slip _____
 Order Picker-RF scanner _____
 Packing _____
 Shrink Wrap _____
 Inventory _____
 Forklift-standing _____
 Forklift-sit down _____
 Forklift-Cherry picker _____
 Hand jack _____
 Electric pallet jack _____
 Load/unload _____
 General worker _____

CONSTRUCTION

Supervisor _____
 Technical Engineer _____
 Heavy Equipment _____
 General Worker _____
 Sheet Metal Fabrication _____
 Carpenter _____
 Cabinet Maker _____
 Framer _____
 Sheetrock _____
 Roofing _____
 Electrician _____
 Painter _____
 Pipe fitter _____
 Mechanic _____
 Blueprints _____
 Concrete _____
 HVAC _____
 Mobile Home Setup _____
 Architect _____
 Remodel _____
 Design/Build _____

MANUFACTURING

Supervisor _____
 Technical Engineering _____
 Assembly - Electronic _____
 Assembly - Mechanical _____
 General Assembly _____
 Material Handler _____
 Sheet Metal Fabrication _____
 Blueprints _____
 Inspector _____
 Quality Control _____
 Maintenance _____
 General Worker _____

MACHINE OPERATION

CNC Machine/set up _____
 CNC Machine/Program _____
 CNC Machine/Run _____
 Drill Press _____
 Jackhammer _____
 Lathe _____
 Nail Gun _____
 Injection molding _____
 Blow Molding _____
 Die Setter _____
 NC Machinist _____
 Press Operator _____
 Press Setting _____

HEAVY MACHINERY

Backhoe _____
 Bobcat _____
 Front End Loader _____
 Heavy Combination _____
 Mobile crane _____
 Multi combination _____
 Other _____

NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications and registrations.

INDICATE HIGHEST GRADE COMPLETED: _____ Did you graduate from high school or receive GED? Y or N

EDUCATION

Type of School	Name and Location	Dates Attended	Year Graduated	Course of Study
Highschool:	_____			
College:	_____			
Technical:	_____			
Vocational:	_____			

List any additional skills, training or certifications held:

APPLICANT AGREEMENT

Please read the following statements and indicate your understanding and acceptance with your signature.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may/will be grounds for refusal to hire or, if hired, to terminate.
2. I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that disclosure of my Social Security Number is optional. The agency to which I am applying may use the SSN for administrative tracking purposes and for identification of individuals. This is in accordance with the Federal Law U.S.C. 552a Section 7 (b).
4. I authorize any of the persons or organizations referenced in this application to give JSJ any and all information concerning my previous employment, education, or any other information they may have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
5. I authorize *JSJ Staffing LLC* to share this application with their client companies for the purpose of placement in positions ordered by the client.
6. I acknowledge that if I become employed, I will be employed at will, which means that I will be free to terminate my employment at any time for any reason and *JSJ Staffing LLC* is free to terminate my employment at any time for any reason except as prohibited by law.
7. I further acknowledge that if employed at any of *JSJ Staffing LLC* clients, I will abide by their (client) policies of behavior at the worksite, including, but not limited to, attendance, safety and job performance.
8. In consideration of my employment, I agree to abide by *JSJ Staffing LLC* policies and staffing procedures.

Applicant's Signature: _____ Date: _____

BACKGROUND CHECK/DRUG AND ALCOHOL SCREEN RELEASE

I, the undersigned, do hereby grant full authority and permission to *JSJ Staffing LLC* to inquire into my personal background, including but not limited to prior employment, criminal records, credit reports, driving records, workers compensation, educational history, and information regarding my general character and reputation, as they see fit. I release all providers as such information from any liability for providing same. I understand the information provided may be reviewed initially and periodically and reported to my prospective employers on assignments through *JSJ Staffing LLC*. I agree falsification may make me ineligible for employment or subject to immediate dismissal. I further acknowledge *JSJ Staffing LLC* is relying on 3rd party information and I therefore release them from any and all liabilities from any decision based on the information provided for any liability arising out of errors or omissions on the information provided, regardless of the source.

I, the undersigned, do hereby agree I have been given notice by *JSJ Staffing LLC* that in the event an injury occurs while working on assignment for *JSJ Staffing LLC*, I will be subject to a drug/alcohol screen immediately following the injury occurrence. I agree if I refuse to submit to or have a positive drug/alcohol screen, this will disqualify me from any claim under Workers Compensation Laws and I release fully and completely indemnify *JSJ Staffing LLC* from any liability for any such injury.

I, the undersigned do hereby agree to submit to and complete a drug screen test for the presence of illegal drugs. I voluntarily and knowingly waive any privacy rights I may have. I agree that any offer of employment received is conditioned upon successful completion of the test. I further acknowledge (1) the submission to and payment for a drug test does not ensure or guarantee an offer for employment or assignment with *JSJ Staffing LLC* (2) there is no refund of this payment should *JSJ Staffing LLC* not find a suitable position for me. I release *JSJ Staffing LLC* from any and all liabilities from any decision made based on the results of the drug test or any liability arising out of errors or omissions on the test, regardless of the source.

I, the undersigned, do hereby authorize *JSJ Staffing LLC* that a fee of \$25 dollars will be deducted for background inquiry and drug/alcohol screen

I, the undersigned, do hereby understand that I am required to complete my first full 8 hour shift of any job assignment in order to receive my regular wages for the hours worked. If I leave prior to the end of my scheduled shift on that day, I forfeit my wages and willingly terminate my employment relationship with *JSJ Staffing LLC*. Additionally, if I fail to complete an assignment, I understand my regular wages will be reduced to minimum wage (\$7.85 per hour) for that day and any other day within that week including failing to “call off” at least 2 hours before my scheduled shift. I understand there are no exceptions, I understand that failure to contact *JSJ Staffing LLC* at any time for any reason, when I am unable to report to an assignment, shall be considered a willful termination of my employment relationship. Additionally, I will no longer be eligible for further placement by *JSJ Staffing LLC*.

By signing below, I agree I have read the above information and will be bound by the terms as stated herein.

Applicant's Signature: _____

Date: _____

BACKGROUND CHECK RELEASE

In connection with my application for employment or continued employment at *JSJ Staffing LLC*, I understand that a consumer report and/or an investigative consumer report will be ordered that may include information as to my character, general reputation, personal characteristics, and mode of living, work habits, performance and experience, along with reasons for termination of past employment. I understand that to the extent permitted by applicable law and as directed by company policy and consistent with the job described, the Company may be requesting information from public and private sources about me, including but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, workers' compensation injuries, driving record, drug testing results. If company policy requires and to the extent permitted by law, I am willing to submit to alcohol and/or drug testing to detect the use of alcohol or drugs prior to and during employment.

Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state or local laws and only after a conditional job offer is made.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies. In the event that an agency or record source requires an alternative release form or additional identifying characteristics in order to release the requested information, I agree to provide the additional information and sign any additional release authorizations, if so requested by the Company.

I acknowledge that under provision of the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer report and/or investigative report.

I acknowledge that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize, without reservation, any reference, agency, institution, firm, school, employer, or other applicable record source contacted by *JSJ Staffing LLC* or its agent, to furnish the information about me described in this release.

I hereby authorize *JSJ Staffing LLC* to obtain and prepare a consumer report and/or investigative consumer report as set forth above, as part of its investigation of my employment application. I voluntarily provide my date of birth in order to obtain, and verify records obtained in, the background check. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Full Name: _____ Date: _____
(Please Print Clearly)

Full Name: _____
(Signature)

*******THE INFORMATION SUPPLIED BELOW WILL ONLY BE USED TO REQUEST AND VERIFY RECORDS*******

Current Address: _____

Maiden Names/Prior Names: _____

Social Security Number: _____ DOB: _____

DL Number: _____ DL State: _____ Exp Date: _____