

Jean Simpson Personnel Industrial Pre-Application Questionnaire

Name: _____ SS: _____ Date: _____

1. Are you currently working? Yes _____ No _____
If Yes, what hours are you working? _____
2. Are you currently going to school? Yes _____ No _____
If Yes, what hours are you in class? _____
3. Do you have a working telephone AT YOUR HOME or do you have your OWN cell phone?
Yes _____ No _____ If yes, what are the numbers? _____
4. Do you have your OWN transportation? Yes _____ No _____
5. Do you have an unexpired ID card or driver's license AND either your social security card, passport, or your birth certificate WITH YOU? Yes _____ No _____
6. Do you have recent verifiable work history? Yes _____ No _____
7. What type of job(s) are you applying for?

8. What is your minimum hourly wage you are willing to work for? _____
9. Are you willing to take a drug screen? Yes _____ No _____
10. Can you pass a drug screen? Yes _____ No _____
11. Will you allow Jean Simpson Personnel to do a criminal background check?
Yes _____ No _____
12. If you are applying for an Industrial position are you able to lift fifty pounds repetitively throughout the day? Yes _____ No _____
13. Have you ever filled out an application with Jean Simpson Personnel Services?
Yes _____ No _____ If yes, when? _____
14. How did you hear about us? Friend ___ Yellow Pages ___ Newspaper ___ Internet ___
Billboard ___ Radio ___ Other _____

***Please be aware that if you are **currently drawing unemployment** and you register with our agency for employment, **we are required by law to make the unemployment office aware of any jobs that you turn down.**

PLEASE CHECK ONLY THE SKILLS IN WHICH YOU HAVE *JOB EXPERIENCE*

Accounting

A - 10-Key
 A - Accountant
 A - Accounts Payable
 A - Accounts Receivable
 A - Assistant Bookkeeper
 A - Auditing
 A - Bank Reconciliation
 A - Banking
 A - Billing
 A - Bookkeeping
 A - CPA
 A - Controller
 A - Cost Accounting/Budgeting
 A - Credit/Collections
 A - Full Charge Bookkeeper
 A - Oil & Gas Accounting
 A - Payroll
 A - Posting Exp
 A - Taxes
 A - Teller

Business

BUS - Advertising
 BUS - Apt Mgmt/Leasing
 BUS - Architectural
 BUS - Childcare Director
 BUS - Church
 BUS - Educator
 BUS - Finance/Investment
 BUS - Fundraising
 BUS - Grant Writing
 BUS - Graphic Artist Exp
 BUS - Interior Design
 BUS - Hotel/Motel
 BUS - Insurance/General Exp
 BUS - Legal/Paralegal
 BUS - Loan Processor
 BUS - Logistics
 BUS - Managerial Exp
 BUS - Military
 BUS - Mortgage Exp
 BUS - Non-Profit
 Bus - Notary
 BUS - Oil & Gas Royalty/Lease
 BUS - Pharmaceuticals
 BUS - Public Relations
 BUS - Real Estate
 BUS - Shipping/Trucking
 BUS - Stocks & Bonds
 BUS - Title Abstractor
 BUS - Title Clerk
 BUS - Top Secret Clearance
 BUS - Traffic Clerk
 BUS - Transcribing/Dictaphone

Management

MGT - CEO
 MGT - CFO
 MGT - CIO
 MGT - COO
 MGT - Credit Manager
 MGT - Enviro Health & Safety
 MGT - Executive Secretary
 MGT - HR Personnel
 MGT - Healthcare Admin
 MGT - Inventory Control
 MGT - Mgmt Info Systems
 MGT - Office Management
 MGT - Purchasing/Buying Exp
 MGT - Risk Management
 MGT - Supervisory

Clerical Skills

C - Administrative Assistant
 C - Bill of Lading
 C - Blueprint Copying
 C - Clerk
 C - Courier
 C - Dispatching
 C - Document Scanner
 C - Filing
 C - Inventory Exp
 C - Mailroom
 C - Phones
 C - Proofreader
 C - Purchasing Office Clerk
 C - Receptionist (1-5 Lines)
 C - Shipping/Receiving
 C - Switchboard
 C - Typing

Human Resources

HR - Benefits Administrator
 HR - Generalist
 HR - Director
 HR - Specialist
 HR - Recruiting

Marketing

MKT - Call Center Rep
 MKT - Cashier - General
 MKT - Customer Service
 MKT - Demonstrator
 MKT - Inside Sales
 MKT - Merchandiser
 MKT - Outside Sales
 MKT - Phone Mktg & Surveys
 MKT - Retail Sales
 MKT - Telemarketing

Insurance

INS - Appraisals
 INS - Claims Experience
 INS - Commercial Lines
 INS - Group Lines
 INS - Life & Health License
 INS - P&C License
 INS - Personal Lines
 INS - Underwriter

Medical

MED - Admitting
 MED - Dental Exp
 MED - Dietician/Nutritionist
 MED - ICD-9 Coding CPT (Ins)
 MED - ICD-10 Coding CPT (Ins)
 MED - Medicaid Exp
 MED - Medical Admin Asst
 MED - Medical Billing
 MED - Medical Environment
 MED - Medical Insurance
 MED - Medical Receptionist
 MED - Medical Records
 MED - Medical Terminology
 MED - Medical Transcribing
 MED - Medicare Exp
 MED - Optical Exp
 MED - Social Worker
 MED - Veterinary Office

Software

S - .Net
 S - Adobe Illustrator
 S - AS/400
 S - AutoCAD
 S - BASIC
 S - C#
 S - C++
 S - CAD/CAM
 S - Computer Literate
 S - Corel Draw
 S - Desktop Publishing
 S - Email
 S - Great Plains
 S - HTML
 S - Inventor
 S - Javascript
 S - JD Edwards
 S - Linux
 S - Macintosh OS
 S - Macromedia Suite
 S - Mas 90
 S - MS Access
 S - MS Excel
 S - MS Internet Explorer

S - MS Office Version
 S - MS PowerPoint
 S - MS Publisher
 S - MS Windows 7
 S - MS Windows Vista
 S - MS Windows XP
 S - MS Word
 S - Network System Exp
 S - Nextgen
 S - Oracle
 S - Pascal
 S - Peachtree Accounting
 S - Photo Shop
 S - Programming Language
 S - Quark Express
 S - QuickBooks
 S - SAP
 S - SmartPhone OS
 S - Solidworks
 S - SQL
 S - Systems Analyst
 S - Technical Support
 S - Technical Writer
 S - Timberline
 S - Video Editing
 S - Visual Basic
 S - Web Design
 S - WordPerfect
 S - XML

Data Entry

DE- Alpha
 DE- Numeric

Languages

L - French
 L - German
 L - Italian
 L - Sign Language
 L - Spanish

Tech/IT

TECH - Computer Technician
 TECH - Database Administrator
 TECH - Drafting
 TECH - Electronics
 TECH - Engineering
 TECH - IT Administrator
 TECH - Lab Tech
 TECH - Network Admin
 TECH - Programmer
 TECH - Systems Analyst
 TECH - Systems Engineer
 TECH - Technical Support
 TECH - Web Developer

PLEASE CHECK ONLY THE SKILLS IN WHICH YOU HAVE JOB EXPERIENCE

Fair

F Ticket Taker
General
 GEN - Read Tape Measure
 GEN - ABO card
 GEN - Bartender
 GEN - Bindery
 GEN - Bus Tables
 GEN - Carpenter
 GEN - Carpet Cleaning
 GEN - Casino Games Dealer
 GEN - Chef/Head Cook
 GEN - Cooking
 GEN - Dishwasher
 GEN - Electrician
 GEN - Flooring
 GEN - Food Service Industry
 GEN - Furniture Mover
 GEN - General Labor
 GEN - Glass Glazier Exp
 GEN - Heavy Equipment Oper
 GEN - Heavy Lifting
 GEN - Host or Hostess
 GEN - Housekeeping Exp
 GEN - HVAC
 GEN - Janitorial
 GEN - Labor
 GEN - Landscape Design
 GEN - Laundry
 GEN - Mallroom/Runner
 GEN - Merchandiser
 GEN - Oilfield Work
 GEN - OSHA
 GEN - Painting
 GEN - Pipe Handling
 GEN - Pool Chemicals
 GEN - Pool Construction
 GEN - Printing Press Operator
 GEN - Responsible Vendor Card
 GEN - Restaurant Manager
 GEN - Safety
 GEN - Security
 GEN - Sewing
 GEN - Sous Chef
 GEN - Upholstery
 GEN - Usher
 GEN - Utility
 GEN - Walter or Waitress
 GEN - Yardwork/Landscaping
Heavy Equipment
 HE - Backhoe
 HE - Bulldozer
 HE - Bush Hog
 HE - Front End
 HE - Overhead Crane
 HE - Trackhoe
 HE - Tractor

Industrial

I - Assembly
 I - Blueprint Schematics Reading
 I - Bob Truck
 I - Carpenter
 I - Carpenter Helper
 I - CNC Bridgeport
 I - CNC Lathe
 I - CNC Machinist
 I - CNC Milling
 I - Concrete
 I - Concrete Finishing
 I - Construction
 I - Construction Cleanup
 I - Construction Residential
 I - Davenport Machinist
 I - Driver Chauffer's License
 I - Driver Class A
 I - Driver Class B
 I - Driver Class C
 I - Driver Combo Endorsement
 I - Driver DBL & TRP Endorsement
 I - Driver Dump/Mixer
 I - Driver HazMat Endorsement
 I - Driver Local Delivery
 I - Driver Passenger Endorsement
 I - Driver School Bus Endorsement
 I - Driver Tanker Endorsement
 I - Drywall
 I - Electrician
 I - Electrician Helper
 I - Extrusion
 I - Fabricator
 I - Flagger
 I - Forklift
 I - Furniture Installing/Moving
 I - Grinding
 I - Injection Molding
 I - Insulation
 I - Machine Setup
 I - Manual Machinist
 I - Masonry
 I - Micro Assembly
 I - Packing
 I - Painting
 I - Picking
 I - Plumber Helper
 I - Plumbing
 I - Production Line
 I - Punch Press
 I - Roofing
 I - Sandblasting
 I - Schematics
 I - Sheetmetal
 I - Sheetrock
 I - Soldering
 I - Standard Shift Vehicle

I - Surveying

I - Swiss Screw
 I - Valet
 I - Wash Rack
 I - Welder - Arc
 I - Welder - Auto Mechanic
 I - Welder - General
 I - Welder - Mig
 I - Welder - Stick
 I - Welder - Tig
 I - Wiring

Maintenance

MAINT - AC/Heat Repair
 MAINT - Aircraft
 MAINT - Auto Body Work
 MAINT - Auto Detail
 MAINT - Auto Mechanic
 MAINT - Auto Painting
 MAINT - Auto/Truck
 MAINT - Building
 MAINT - Building Maintenance
 MAINT - Diesel Mechanic
 MAINT - Facility Manager
 MAINT - General
 MAINT - HVAC Certified
 MAINT - Hydraulics
 MAINT - Installation
 MAINT - Janitorial
 MAINT - Maint Mechanic
 MAINT - Make Ready
 MAINT - Master Mechanic
 MAINT - Mechanic Helper
 MAINT - Mechanically Inclined
 MAINT - Motorcycle Exp
 MAINT - Plant Maintenance
 MAINT - Pneumatics
 MAINT - Service Writer
 MAINT - Small Engine Repair

Manufacturing

MANUF - Assembly (all types)
 MANUF - Injection Molding
 MANUF - Inspection
 MANUF - Lab Tech
 MANUF - Material Handler
 MANUF - Picker/Packer
 MANUF - Plant Manager
 MANUF - Production Line
 MANUF - Quality Assurance
 MANUF - Quality Control

Machine Operator

MO - Caliper/Micrometer
 MO - Die Cast
 MO - Drill Press
 MO - Grinder
 MO - Jackhammer

MO - Lathe/CNC or Manual

MO - Machine Operator
 MO - Machinist
 MO - Milling
 MO - Millwright
 MO - Power Hand Tools
 MO - Press Work (all types)
 MO - Shearer
 MO - Tool & Die
Safety Equipment

SE - Back Belt
 SE - Gloves
 SE - Hard Hat
 SE - Own Tools
 SE - Rubber Boots
 SE - Safety Glasses
 SE - Slicker Suit
 SE - Steel Toed Boots
 SE - Steel Toed Rubber Boots
 SE - Steel Toed Shoes
 SE - Tool Belt
 SE - Welding Hood
 SE - Work boots

Welding

WELD - Aluminum
 WELD - Arc
 WELD - Fabrication
 WELD - Mig
 WELD - Pipefitter
 WELD - Solder
 WELD - Spot
 WELD - Stick
 WELD - Structural
 WELD - Tig
 WELD - Welder's Helper
 WELD - Wire

Warehouse

WHSE - Cherry Picker
 WHSE - Clamp Truck
 WHSE - Forklift
 WHSE - Forklift - Sit Down
 WHSE - Forklift - Squeeze
 WHSE - Forklift - Stand Up
 WHSE - Hand Truck
 WHSE - Inventory
 WHSE - Loading/Unloading
 WHSE - Order Puller
 WHSE - Packing
 WHSE - Pallet
 WHSE - Parts - Automotive
 WHSE - Parts - Electronic
 WHSE - Picking
 WHSE - Shipping/Receiving
 WHSE - Stocking
 WHSE - Shipping/Trucking

Jean Simpson Personnel Services, Inc.

Please Initial:

Policies and Procedures Checklist

___ I understand my employment with JSPS is on a temporary basis and 40 hours per week is not guaranteed.

___ As an employee of JSPS, we will make every effort to put you to work. Your **attitude, flexibility and job performance** are helpful in our determining how we market you to our customers. First impressions are very important to us!

___ I understand that I am an employee of JSPS. Only JSPS or I can terminate my employment for any given reason. I understand that I am expected to complete any job assignment, unless approved by JSPS staff. If I do not complete an assignment without contacting JSPS, they will assume I have voluntarily quit. Failure to do this may be grounds for termination. **Do not accept an assignment if you will not be able to complete it!!!**

___ I understand that if I do accept an assignment and when my assignment ends, I must report immediately to JSPS's office for my next job assignment. Failure to do so will indicate that I have voluntarily quit. Refusal of jobs may jeopardize my right to unemployment benefits after termination from JSPS.

___ **If a client should offer you a full-time position, call JSPS for instructions.** I understand that before I go full time with a company through JSPS, I am to fulfill the required minimum of 12 weeks (480 hours) before going on the company's payroll as a full-time employee, unless told otherwise.

___ I understand that if I am referred to any JSPS client company and am contacted by the client for any position without JSPS's knowledge within 12 months of the referral date, I am required to contact JSPS right away. **Failure to do so may be grounds for immediate termination and ineligibility for rehire in the future.**

___ JSPS has a very strict "NO DRUG POLICY". I have signed a consent form to submit to drug testing. I understand that failure to comply with this agreement will be grounds for my immediate termination.

___ **If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact JSPS as soon as possible so JSPS can call the customer and/or find a replacement. If I have to call after hours, I will leave a clear and complete message with the answering service.** Even if the JSPS customer tells me to call them if I am going to be late or absent, I am still required to call JSPS. My failure to do so may be grounds for termination. If I am calling for anything other reason than an emergency, I will leave a clear message along with my first and last name on the JSPS voicemail.

___ If I sustain an injury on the job, I will inform the customer and JSPS **immediately** after the accident. JSPS will coordinate with me and their customer the proper procedure for treatment and report of the accident. Failure to do so may be grounds for immediate termination.

___ I have read and fully understand the above statements regarding JSPS policies and procedures. I understand that failure to comply with these policies and procedures could lead to my termination and may jeopardize my unemployment benefits. Please understand that your signature below means that you understand and are responsible for all the information on this checklist. Any information that is falsified in this application could lead to termination. If you have any questions, please ask for clarification **before signing** below.

Signature, Date

Interviewer, Date



**EMPLOYEE RECORDS RELEASE
AND
DRUG, ALCOHOL, WEAPONS AND SEARCH POLICY**

Jean Simpson Personnel Services, Inc. (JSPS) has established an Employee Records Release and Drug, Alcohol, Weapons and Search Policy to assist us in providing a safe, healthy and productive work environment for our employees and to protect our customers, facilities and property.

The distribution, purchase, transfer, use, possession, sale or manufacture of the following items or substances on company property, premises, or work sites, or while at work or on company business is prohibited.

- Illegal drugs, controlled substances, designer drugs or any other substance which may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen or cannabinoid (herein called "drugs").
- Alcoholic beverages
- Unauthorized items – drug paraphernalia
- Unauthorized prescription drugs

Arriving on company property, premises, or work site, or being at work or on company business under the influence of or impaired by alcohol or an illegal or unauthorized drug or testing positive for alcohol or an illegal or unauthorized drug is prohibited.

Drug or alcohol tests may be administered for applicants and new hires, when any treatable injury occurs, or when there is reasonable suspicion that the employee is intoxicated, impaired or using drugs or alcohol. These tests will be administered by professionals in accordance with the law.

Test results and information may be given to law enforcement authorities for investigation or prosecution may be used as evidence and may be obtained and disclosed in any public or private administrative or disciplinary proceeding or hearing or in court where drug or alcohol used by the employee or applicant is relevant. Test results and information may be shared with JSPS clients. Violations of this policy may be a basis under the law for disqualification from unemployment benefits or workers' compensation benefits.

I also give JSPS the authority to give all information in my file to future employers, JSPS clients and prospective assignments. This includes drug screen results, criminal background information, MVR and DOT records, credit checks, previous employer references, medical records and any other information I have voluntarily given to JSPS.

Any employee that violates this policy, refuses to take a test, tries to alter or contaminate a specimen or interferes with testing procedures, or tests positive for alcohol or an illegal or unauthorized drug will be subject to disciplinary action, up to and including discharge, and may be disqualified from unemployment and workers' compensation benefits. Compliance with the policy is a condition of employment.

All employees are required to report to their supervisor any criminal drug statute arrest or conviction within five (5) days after the arrest or conviction. Any criminal drug statute arrest or conviction will subject the employee to disciplinary action up to and including discharge.

The possession of weapons, firearms, explosives and ammunition on company property or premises, in company vehicles, or while at work or on company business, without permission, will be grounds for immediate termination.

JSPS may conduct searches or inspections of company facilities and equipment and employees' persons and property. Searches may include the person, personal effects, lockers, desks, offices, computers, files, equipment, company vehicles or vehicles being used for company purposes, purses, personal baggage or any other items on company property, premises or work site. Refusal to permit a search or to cooperate fully in a search will be grounds for disciplinary action up to and including discharge.

I, _____, have received a copy of, read, understand and agree to comply with JSPS' Employee Records Release and Drug, Alcohol, Weapons and Search Policy.

Date

Employee

Date

Dispatcher

AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for JEAN SIMPSON PERSONNEL to obtain a complete consumer report:

Full Legal Name : _____
(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Gender*: _____ Race*: _____

Social Security Number: _____ Date of Birth*: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to JEAN SIMPSON PERSONNEL any records or information referenced in the provided disclosure statement for employment related purposes;
- 2) You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish JEAN SIMPSON PERSONNEL and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ Date: _____

* This information will be used for background screening purposes only.

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For California applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For Minnesota applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For Oklahoma applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer

1. Have you ever been convicted or plead guilty, no contest, or nolo contendere before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) YES NO If YES, please provide an explanation below:

2. As of the date of this authorization, do you have any pending criminal charges against you? YES NO
If YES, Please provide an explanation below:

A criminal record will not automatically disqualify you from any job. Whether a criminal record will disqualify you depends on several factors, including the nature of the job sought, the nature and gravity of the offense, and the time that has passed since the offense, and the completion of any sentence or probation.

THIS SECTION IS TO BE USED TO LIST ALL PARISHES/COUNTIES AND STATES OF RESIDENCE OVER THE PAST 20 YEARS OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.

CITY/TOWN	PARISH/COUNTY	STATE	DATES FROM/TO
-----------	---------------	-------	---------------

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS WILL EXIST AND MAY BE USED AT THE DISCRETION OF JEAN SIMPSON PERSONNEL SERVICES, INC.

Applicant's Signature: _____

Date: _____

Below to be completed by JSPS staff only:

Background Check requested by: _____ (Circle contact information below)

This form is valid for 1 year from date of signature.

Applicants are only to complete as arrows dictate in the event this form has to be sent for multiple verifications.



EMPLOYMENT VERIFICATION REQUEST

To: _____, Attn: _____
Company Name



RE: _____ SS#: _____ - _____ - _____
Applicant Name

I hereby authorize you to provide Jean Simpson Personnel with the requested information.



Applicant Signature: _____

The above names person has applied for a position with Jean Simpson Personnel Services, Inc. Please consider this their authorization to release work history information. It is very important to us to learn as much as we can about the work habits of our applicants. Please complete this employment verification and fax back to our office at your earliest convenience. Thank you for your help.

Employment dates: _____ Position: _____

If not correct, please indicate: _____

Reason for Leaving: _____

If not correct, please indicate: _____

Eligible for Rehire? YES NO

Any additional comments would be appreciated: _____

Please rate the performance of your former employee in the following categories:

	Excellent	Good	Average	Fair	Poor
Attendance					
Punctuality					
Quality of Work					

Form completed by: _____, _____
Name, Position Date

Please fax completed form back to _____ Attention: _____