



# Application for Employment

Thank you for applying with TempsNow Employment & Placement Services, L.L.C. Please review the following before returning this application. Print all information. In order to process your application this information must be as complete as possible.

3747 Grand Ave. ■ Gurnee, IL 60031  
(847) 249 - TEMP ■ www.tempsnow-employment.com ■ FAX (847) 249 - 8368

1. You must meet the requirements you are applying for.
2. Your application must be accompanied by TWO forms of identification.
3. All applicants must qualify with City, State and Federal Licensing procedures.

Applicants that do not comply with the above requirements will not be considered for employment with TempsNow Employment & Placement Services, L.L.C.  
*TempsNow Employment & Placement Services, L.L.C. is an Equal Opportunity Employer.*

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Social Security # \_\_\_\_\_

Apt #/Building: \_\_\_\_\_ **Acquisition Date:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Home Phone#: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

- Chamber of Commerce
- Churches
- Customer Referral
- Dept of Labor
- Employee Referral
- Internet
- Job Fair
- Newspaper
- Open House
- Radio
- Schools
- Skills Match - IL
- Skills Match - WI
- TV
- Walk In
- Yellow Pages

<input type="checkbox"/> For Office use Only	<input type="checkbox"/> Grammar	<input type="checkbox"/> Manual Dexterity	<input type="checkbox"/> Respiratory Protection
<input type="checkbox"/> Accounting	<input type="checkbox"/> Hazard Com.	<input type="checkbox"/> Math	<input type="checkbox"/> Spelling
<input type="checkbox"/> Fork Lift - Driving	<input type="checkbox"/> Light Ind.	<input type="checkbox"/> Personal Protection	<input type="checkbox"/> Wunderlic
<input type="checkbox"/> Fork Lift - Written	<input type="checkbox"/> Logic	<input type="checkbox"/> Equipment	

## Emergency Contact:

Name/Relationship: \_\_\_\_\_ / \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes Please explain: \_\_\_\_\_

Days - (Availability)  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Shift - (Availability)  1st Shift  2nd Shift  3rd Shift  Split Shift Pay Desired: \_\_\_\_\_

Are you a US Citizen?  Yes  No Can you speak English?  Yes  No If yes:  Read  Write

Own a vehicle?  Yes  No Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

I authorize TempsNow Employment Services, L.L.C. to investigate all statements contained in this application. I understand that any misrepresentations or omissions of facts are cause for dismissal. Furthermore, I understand and agree that my employment with TempsNow Employment and Placement Services, L.L.C. is for no definite period of time and may, regardless of the date or payment of my wages, be terminated at any time without any previous notice.  
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## EDUCATIONAL HISTORY

School Name	City, State	From(MM/YYYY)	To (MM/YYYY)	Completed
				<input type="radio"/> Yes <input type="radio"/> No
School Name	City, State	From(MM/YYYY)	To (MM/YYYY)	Completed
				<input type="radio"/> Yes <input type="radio"/> No
School Name	City, State	From(MM/YYYY)	To (MM/YYYY)	Completed
				<input type="radio"/> Yes <input type="radio"/> No

### Degree:

- |   |  |   |   |
|---|--|---|---|
| <input type="radio"/> Associate of Arts                   | <input type="radio"/> Bachelor of Science            | <input type="radio"/> 4 Years of College  | <input type="radio"/> Masters Degree                  |
| <input type="radio"/> Associate of Science                | <input type="radio"/> Certified Personnel Consultant | <input type="radio"/> G.E.D.              | <input type="radio"/> One Year of College Complete    |
| <input type="radio"/> Bachelor of Arts                    | <input type="radio"/> Certified Public Accountant    | <input type="radio"/> High School Diploma | <input type="radio"/> Three Years of College Complete |
| <input type="radio"/> Bachelor of Business Administration | <input type="radio"/> Doctorate                      | <input type="radio"/> Law Degree          | <input type="radio"/> Two Years of College Complete   |

## EMPLOYMENT HISTORY

Start with your most recent employer.

Company	Position	Shift
Address	Supervisor's Name?	From:
	OK to contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No	To:
Phone Number	Reason for leaving?	
Starting Salary? / Ending Salary?		

Company	Position	Shift
Address	Supervisor's Name?	From:
	OK to contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No	To:
Phone Number	Reason for leaving?	
Starting Salary? / Ending Salary?		

Company	Position	Shift
Address	Supervisor's Name?	From:
	OK to contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No	To:
Phone Number	Reason for leaving?	
Starting Salary? / Ending Salary?		



Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Please Fill out to the best of your ability all skills that apply to you including all industries you have worked in as well as any occupations you may have held.

Complete por favor lo mejor de su capacidad todas las halibidades que se apliquen a usted incluyendo todas las industrias que usted ha trabajado en asi como cualquier ocupacion que usted pudo haber llevado.

INDUSTRIES			
Accounting	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	Education	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	Engineering	<input type="checkbox"/>
Banking	<input type="checkbox"/>	Food Services	<input type="checkbox"/>
Chemical Blending	<input type="checkbox"/>	Government	<input type="checkbox"/>
Chemical Handling	<input type="checkbox"/>	Insurance	<input type="checkbox"/>
Computer	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>
		Legal	<input type="checkbox"/>
		Manufacturing	<input type="checkbox"/>
		Marketing	<input type="checkbox"/>
		Mechanic	<input type="checkbox"/>
		Medical	<input type="checkbox"/>
		Packaging	<input type="checkbox"/>
		Pharmaceutical	<input type="checkbox"/>
		Printing	<input type="checkbox"/>
		Publishing	<input type="checkbox"/>
		Software	<input type="checkbox"/>
		Telecommunications	<input type="checkbox"/>
		Warehousing	<input type="checkbox"/>

  

OCCUPATIONS			
Accountant	<input type="checkbox"/>	Clean-Up Crew	<input type="checkbox"/>
Administrative Assistant	<input type="checkbox"/>	Clerk	<input type="checkbox"/>
Assembly	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Blender	<input type="checkbox"/>	Consultant	<input type="checkbox"/>
Car Washer	<input type="checkbox"/>	Cord Assembler	<input type="checkbox"/>
Carpenter	<input type="checkbox"/>	Cust. Service Rep	<input type="checkbox"/>
Catering Assistant	<input type="checkbox"/>	Data Entry Clerk	<input type="checkbox"/>
Cheese Market Worker	<input type="checkbox"/>	DBA	<input type="checkbox"/>
Chemist	<input type="checkbox"/>	Forklift Operator	<input type="checkbox"/>
		General Labor	<input type="checkbox"/>
		Help Desk	<input type="checkbox"/>
		Lab Assistant	<input type="checkbox"/>
		Labeller	<input type="checkbox"/>
		Lawn Assistant	<input type="checkbox"/>
		Maintenance	<input type="checkbox"/>
		Network Engineer	<input type="checkbox"/>
		Packer/Stacker	<input type="checkbox"/>
		Programmer	<input type="checkbox"/>
		Punch Press Operator	<input type="checkbox"/>
		QA Inspector	<input type="checkbox"/>
		Receptionist	<input type="checkbox"/>
		Shoveler	<input type="checkbox"/>
		Staff Assistant	<input type="checkbox"/>
		Staffing Coordinator	<input type="checkbox"/>
		Staffing Manager	<input type="checkbox"/>
		Trainer	<input type="checkbox"/>
		Word Processor	<input type="checkbox"/>

  

SKILLS			
10 Key	<input type="checkbox"/>	Computer Data Processing	<input type="checkbox"/>
Accountant	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Accounts Payable	<input type="checkbox"/>	Construction Residential	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	Corel Draw	<input type="checkbox"/>
Administrative Secretary	<input type="checkbox"/>	Courier	<input type="checkbox"/>
Adobe Illustrator	<input type="checkbox"/>	CPA	<input type="checkbox"/>
Architectural Design	<input type="checkbox"/>	Credit/Collections	<input type="checkbox"/>
Architectural Engineer	<input type="checkbox"/>	CRT	<input type="checkbox"/>
Assembly	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>
Auto/Truck Maintenance	<input type="checkbox"/>	Data Entry	<input type="checkbox"/>
Bank Reconciliation	<input type="checkbox"/>	Engineering	<input type="checkbox"/>
Banking	<input type="checkbox"/>	Filing	<input type="checkbox"/>
Bookkeeper	<input type="checkbox"/>	Finance/Investment/Broker	<input type="checkbox"/>
Building Maintenance	<input type="checkbox"/>	Financial Statements	<input type="checkbox"/>
C++ Programmer	<input type="checkbox"/>	Food Service Industry	<input type="checkbox"/>
Carpenter	<input type="checkbox"/>	Forklift	<input type="checkbox"/>
CDL - A	<input type="checkbox"/>	French	<input type="checkbox"/>
CDL - B	<input type="checkbox"/>	Furniture Installer/Mover	<input type="checkbox"/>
Chemical Engineer	<input type="checkbox"/>	General Ledger	<input type="checkbox"/>
Civil Engineer	<input type="checkbox"/>	German	<input type="checkbox"/>
Cold Calls	<input type="checkbox"/>	Hostess	<input type="checkbox"/>
Collator	<input type="checkbox"/>	HTML	<input type="checkbox"/>
Communications	<input type="checkbox"/>	HVAC	<input type="checkbox"/>
Computer Aided Design	<input type="checkbox"/>	Internet	<input type="checkbox"/>
		Inventory	<input type="checkbox"/>
		Italian	<input type="checkbox"/>
		Japanese	<input type="checkbox"/>
		Korean	<input type="checkbox"/>
		Librarian	<input type="checkbox"/>
		Lotus	<input type="checkbox"/>
		Lotus Notes	<input type="checkbox"/>
		Machine Operator	<input type="checkbox"/>
		MacIntosh	<input type="checkbox"/>
		Mailroom	<input type="checkbox"/>
		Managerial Experience	<input type="checkbox"/>
		Manual Accounting	<input type="checkbox"/>
		Manuscript	<input type="checkbox"/>
		Meridian	<input type="checkbox"/>
		Microsoft Excel	<input type="checkbox"/>
		Microsoft Word	<input type="checkbox"/>
		MS Access	<input type="checkbox"/>
		Oracle	<input type="checkbox"/>
		Outside Sales	<input type="checkbox"/>
		Packing	<input type="checkbox"/>
		Pagemaker	<input type="checkbox"/>
		Painting	<input type="checkbox"/>
		Payroll	<input type="checkbox"/>
		Personnel/Human Resources	<input type="checkbox"/>
		Picking	<input type="checkbox"/>
		Plumbing	<input type="checkbox"/>
		PowerPoint	<input type="checkbox"/>
		Production Line	<input type="checkbox"/>
		Profit/Loss	<input type="checkbox"/>
		Purchasing	<input type="checkbox"/>
		Quality Control	<input type="checkbox"/>
		Russian	<input type="checkbox"/>
		Shipping/Receiving	<input type="checkbox"/>
		Shipping/Trucking	<input type="checkbox"/>
		Shorthand	<input type="checkbox"/>
		Spanish	<input type="checkbox"/>
		Speedwriting	<input type="checkbox"/>
		Telemarketing	<input type="checkbox"/>
		Teller/Cashier	<input type="checkbox"/>
		Vietnamese	<input type="checkbox"/>
		Visual C++	<input type="checkbox"/>
		Welding	<input type="checkbox"/>
		Windows 95	<input type="checkbox"/>
		Windows 98	<input type="checkbox"/>
		Windows NT	<input type="checkbox"/>
		Wood Furniture/Paper	<input type="checkbox"/>
		WordPerfect	<input type="checkbox"/>