

**APPL DATE:** \_\_\_\_\_ **EMPLOYEE RECORD** **APPL#:** \_\_\_\_\_

**Personal Information**

**BKGD#:** \_\_\_\_\_ **BKGD Status:** \_\_\_\_\_

**NAME (Last)** \_\_\_\_\_ **(First)** \_\_\_\_\_ **(M)** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Alt Phone #** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Person to notify in case of emergency?** \_\_\_\_\_ **Relationship?** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Education (Last School Attended)**

**High School:** \_\_\_\_\_ **Degree:** \_\_\_\_\_ **Grad Date:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Degree:** \_\_\_\_\_ **Grad Date:** \_\_\_\_\_

Do you have your own vehicle? \_\_\_\_\_ If not, How do you plan to get to work? \_\_\_\_\_ Will you work as a temporary? \_\_\_\_\_

Are you able to accept: same day assignments? \_\_\_\_\_ ASAP Assignments? \_\_\_\_\_

Have you ever worked for a temporary service before? \_\_\_\_\_ If so, what companies did they send you to? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

What type of employment are you seeking? \_\_\_\_\_

**Work History and Qualifications**

Dates		Name of Previous Employer	City, State	Supervisor	Telephone #	Type of Work
Start	End					
Reason for Leaving? _____						
Reason for Leaving? _____						
Reason for Leaving? _____						
Reason for Leaving? _____						

Please rate your Skill Level (rate only those skills with actual work experience): 1 = Excellent 2 = Good 3 = Average 4 = Fair

Skilled Trade			QualityControl / Insp	General Labor (Commercial/Industrial)														
Aircraft Maint. _____	HazMat _____	Plant Maint. _____	Auto Parts _____	AutoRepair _____	FoodHandling _____	Lumper _____	PasteUp _____											
Artist _____	Heat/Vent/AC _____	Plumber _____	Chemical _____	CarDetailing _____	Ceritified _____	MailMeter _____	Production _____											
Avionics _____	LandscapeDes _____	Procurement _____	Electrical _____	CleanUp _____	Inventory _____	MailSort _____	Sanitation _____											
Blueprint Read _____	Logistics _____	Punch/Cut Text _____	First Piece _____	Cook _____	Janitorial _____	Mat.Handling _____	Setup _____											
Building Maint. _____	Machine Maint _____	Sandblasting _____	Layout _____	Dietary _____	Lawn Maint _____	MetalGoodsMfg _____	Sheetmetal _____											
Camera Op _____	Machine Repair _____	Ship/Receive _____	Metallurgical _____	Dishwasher _____	Blower Edger _____	OrderSelector _____	Stocking _____											
Card/CombText _____	Machinist _____	Silk Screen _____	NDT _____	Housekeeping _____	Mower Weeder _____	Dry Freezer _____	Warehouse _____											
Carpentry _____	Manager _____	Soldering _____	Technical License _____	TB Skin Test _____	Laundry _____	Pack/Re-pack _____	Woodcutting _____											
Computer Tech _____	Metal Finishing _____	Supervisor _____	Auto Mechanic _____	Machine Operator														
CNC Machinist _____	Mouldmaker _____	Surveying _____	Diesel Mechanic _____	Bindery/Booking _____	Extrusion _____	Milling _____	Polishing _____											
Cutter/Grinder _____	Nuclear Testing _____	Techn Drawing _____	Electrical _____	Brake Press _____	Foam _____	Numeric Cont _____	Press _____											
Drafting _____	OSHA Certified _____	Testing Mech _____	Chemical _____	Bridgeport _____	Footpress _____	Oxy Burner _____	Press Hlpr _____											
Electrician _____	OSHA Training _____	Tool Maker _____	Pestiside _____	CNC _____	Heavy Equip _____	Pallet Jack _____	Punch Press _____											
EMT _____	Overhead Crane _____	Torch Burner _____		Cutter/Grinder _____	Injection Mold _____	Plasma Burner _____	Robotics _____											
Engineering _____	Painter _____	Wastewater Trtm _____	Assembly _____	Drill _____	Lathe _____	Plating _____	Setup _____											
Floor Tech _____	Pattern Casting _____	Welding _____	Alu _____	AutoParts _____	PC Board _____	Diver _____	Forklift _____											
Filter _____	Pattern Maker _____	Arc _____	Cop _____	Flux _____	Heli _____	Electrical _____	TierOne _____	CDL Lic# _____	Exp: _____	Cert _____	Gas _____	Sit-down _____						
Graphics Artist _____	Pipe Fitter _____	Mig _____	Stic _____	Tac _____	Tig _____	Mechanical _____	WireHrms _____	CL: _____	A _____	B _____	Dbis _____	Trpls _____	Psgr _____	HazMat _____	Box _____	Elec _____	Prop _____	Standup _____

**FOR OFFICE USE ONLY**

**Min Pay:** \_\_\_\_\_ **In Alabama more than 10 yrs?** \_\_\_\_\_ **If no, previous places of residence?** \_\_\_\_\_

**Areas willing to work:** \_\_\_\_\_ **Work Restrictions?** \_\_\_\_\_

**Notes:** \_\_\_\_\_



Applicant Name: \_\_\_\_\_  
Please Print

SS#(last 4): \_\_\_\_\_

**I, the undersigned do hereby state that I have read and agree with the following "Conditions of Hire" to be considered for temporary employment with AllTemp Systems, Inc. d/b/a Darrell Walker Personnel WorkForce Systems, hereinafter referred to as DWPWFS.**

1. I understand and agree that a DWPWFS representative will verify all provided references including previous employment and personal. I hereby authorize each former employer, person, firm, or corporation given as a reference to answer all questions that may be asked in connection with this application or concerning my work habits, character, skills and experience. I fully release any person or entity releasing such information from any liability of any claim that I may have. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
2. I agree and understand that a criminal background search will be conducted and agree to hold harmless DWPWFS, its officers, directors, employees, and representatives from any claims, liabilities, damages, or expenses which may arise in regard to conducting such search or obtaining and utilizing such information pursuant hereto. I give permission for this information to be used in consideration for continued/future employment. I do hereby authorize DWPWFS to contact any agent having custody of such information as well as authorize any agent to release such information to DWPWFS. I do hereby authorize DWPWFS to release and/or discuss any such information with a perspective hiring client in an effort to secure employment on my behalf. I hereby agree to hold harmless and covenant not to sue DWPWFS, it's officers, directors, employees, agents, or representatives for any claim of liabilities, damages, or expenses which may arise in regard to conducting such investigation or obtaining/utilizing such information. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
3. I understand that DWPWFS operates under an Alabama Drug Free Workplace policy and that adherence with this policy is a condition of employment with DWPWFS. I understand that I will be subject to pre-employment, post work-related accident/injury, as well as random drug screenings. I understand that the cost of the drug screen, provided it is a negative result, will be deducted from my payroll check. I understand that the cost of any Non-negative drug screen will be my sole responsibility due at the time such drug screen is administered. I understand that a non-negative drug screen will result in disciplinary action including immediate termination of employment. I understand that it is my right to dispute the findings of a drug screen and that if I wish to dispute such findings, I may request that I be retested at an authorized clinic or testing facility at my own expense. I agree that the employer, collection site, physician, or clinic may collect these specimen for screening or testing and may screen them or forward them to a testing laboratory designated by the company for analysis. I authorize the release of the results of said tests to DWPWFS agents and agree to hold harmless DWPWFS, its agents, individually and collectively, including each business or entity involved in the collection, screening, testing, and reporting of said tests, for any decision, adverse or otherwise made concerning my application for employment based on screening results. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
4. I understand that DWPWFS provides Workers' Compensation coverage for all of its temporary employees working and being paid by DWPWFS. I understand that if I sustain an injury while in the line and scope of the job assignment, it is my sole responsibility, as a DWPWFS employee, to report such incident/injury to the on-site supervisor and to DWPWFS immediately. I understand that medical treatment will be provided by an authorized treating physician or facility. I understand that unauthorized medical treatment may not be covered by Workers' Compensation. As per Section 25-5-51, et seq, of the Code of Alabama(1975), workers who are injured at the worplace or in the course of employment will be tested for drugs and alcohol, and if positive, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. I understand that a positive post accident drug screen for any illegal substance and/or alcohol will automatically forfeit my compensatory (lost time) benefits. However, workers' compensation for medical expenses will be determined and assigned by your claims administrator. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
5. I understand that DWPWFS is a temporary staffing agency and that the length of an assignment can not be guaranteed, nor is any assignment guaranteed to develop into permanent, full time employment. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
6. I understand that the terms of my employment with DWPWFS is limited to the duration of any temporary assignment and / or referrals that I accept. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
7. I understand that it is my sole responsibility to call DWPWFS every morning that I am available for a work assignment, otherwise I will be considered unavailable. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
8. I understand that if I am unable to report to an accepted work assignment, on time, in the proper attire, and ready to work, I must notify a DWPWFS representative at least 1 hour prior to the scheduled start time. ALL CALLS ARE ANSWERED 24 HOURS / 7 DAYS PER WEEK. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
9. I understand that DWPWFS enforces a "Walk Off" policy which stipulates that should I leave an accepted assignment without completing the shift, my pay rate will be reduced to the federal minimum wage per hour rate. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.
10. I agree and understand that should I secure employment with a DWPWFS customer to which I was assigned or referred, I am responsible for an employment referral fee equal to one month's salary unless terms or arrangements have been made with the customer. Applicant\_\_\_\_ DWP Rep\_\_\_\_\_.

\_\_\_\_\_  
Applicant Signature & Date

\_\_\_\_\_  
Witness Signature & Date