

<b>COAST USE ONLY</b>	Thank you for your interest in applying for employment. Coast Personnel Services is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion or other employment practices for reason of race, color religion, national origin, citizenship, sexual orientation, sex (including pregnancy, childbirth, or related medical conditions), age, disability, veteran status, or any other basis protected by state or federal laws. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants and employees, unless to do so would pose an undue hardship. Please let us know if you need an accommodation in the application process for any disability.
<b>Employee File Number</b>	

<b>Personal Data</b>			<b>Date</b> _____
Name	Last	First	Middle
Address			Social Security Number
Number and Street, Apt. #, City, State, Zip Code			<b>Contact Information</b>
Type of Position Desired	Date Available to Start	Hourly Rate Minimum	
Home: ( ) -	Between 8:00 am/5:00pm ( ) -		
Cell: ( ) -	Email: _____		
Have You Applied With Us Before? <input type="checkbox"/> No <input type="checkbox"/> Yes - Approximate Date	Shifts Available to Work <input type="checkbox"/> Days <input type="checkbox"/> Swing <input type="checkbox"/> Grave <input type="checkbox"/> Weekend <input type="checkbox"/> Part Time		Can you perform all the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are You Willing To Work Overtime? <input type="checkbox"/> Yes (check below) <input type="checkbox"/> No - Explain in remarks on page 2	<input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends <input type="checkbox"/> Both		
Referred By: <input type="checkbox"/> School Posting <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> State Employment Service <input type="checkbox"/> Job Board <input type="checkbox"/> Coast Employee <input type="checkbox"/> Other _____	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**NOTE: Carefully read and answer each of the following questions. If the answer requires an explanation, use the applicant remarks section on page 2**

1. May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No - Explain in remarks on page 2	2. Upon request, can you provide proof that you are authorized to work in the US? <input type="checkbox"/> Yes (Proof of identity and legal authority to work in the U.S. is a condition of employment) <input type="checkbox"/> No - Explain on page 2
3. Have you been convicted of a crime during the past 7 years, or are you now under charges for any legal offenses for which you are out on bail or released on your own recognizance pending trial. <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain in remarks on page 2	
4. Have you been convicted of a crime under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain in remarks on page 2	
5. Have you ever been fired from a position? <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain in remarks on page 2	
6. Person to notify in emergency (optional): Name _____ Relationship _____ Phone ( ) - _____	

Education	Name & Location of School	Graduated	Degrees Received or Subjects Studied
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Transcripts Available <input type="checkbox"/> Yes <input type="checkbox"/> No
Trade, Technical, or Business School		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Transcripts Available <input type="checkbox"/> Yes <input type="checkbox"/> No
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Transcripts Available <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Transcripts Available <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other Skills and/or Program Certifications</b>	Typing Speed - W.P.M. _____ Word Processor/Computer _____ CAD Software Programs _____ Forklift Certified? Phone System(s) _____ Hardware: _____ <input type="checkbox"/> No <input type="checkbox"/> Yes - List type(s) in remarks on page 2 _____ Software: _____		
<b>Foreign Language Proficiency</b>	<b>Proficiency (indicate Fair, Good or Fluent)</b>	<b>Language</b>	<b>Speaking      Reading      Writing      Technical Terms</b>

**MUST BE COMPLETED EVEN WHEN SUBMITTING A PERSONAL RESUME**

**Experience (List Last Three Employers, Starting With Most Recent)**

Dates	Name:	Wage	Reasons for Leaving (be specific)
From: Mo/Yr	Address:	Starting:	
To: Mo/Yr	Supervisor's Name:	Ending:	
	Phone Number/Ex.:		Direct Employment <input type="checkbox"/> Temp Employment <input type="checkbox"/>

Company Product or Services:

Job Title:

Duties:

Dates	Name:	Wage	Reasons for Leaving (be specific)
From: Mo/Yr	Address:	Starting:	
To: Mo/Yr	Supervisor's Name:	Ending:	
	Phone Number/Ex.:		Direct Employment <input type="checkbox"/> Temp Employment <input type="checkbox"/>

Company Product or Services:

Job Title:

Duties:

Dates	Name:	Wage	Reasons for Leaving (be specific)
From: Mo/Yr	Address:	Starting:	
To: Mo/Yr	Supervisor's Name:	Ending:	
	Phone Number/Ex.:		Direct Employment <input type="checkbox"/> Temp Employment <input type="checkbox"/>

Company Product or Services:

Job Title:

Duties:

**Applicant Remarks (for each response, enter question number followed by explanation details)**

I understand that the employment relationship between Coast Personnel Services Inc., and each of its employees is one of employment at will. This means that no contract for employment exists and that either the employer, Coast Personnel Services, or the employee can withdraw an offer for employment and/or terminate the employment relationship at any time for any or no reason with or without prior notice. This application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon Coast Personnel Services to continue to employ me in the future. I understand that no representative from Coast Personnel Services, other than the Company CEO or President, has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned. Such special agreements between me and the company CEO or President are only effective if made in writing and signed by the CEO or President.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true and correct. I understand that any incorrect, incomplete, false, or misleading statement/answer/information furnished by me either verbally, or in writing, will subject my application to disqualification from further consideration and/or if already employed by Coast Personnel Services when the aforementioned is detected, I will be subject to discharge for falsifying a Company record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by Coast Personnel Services, I agree to comply with all it's orders, rules, regulations, safety policies, and performance standards. Within no more than three (3) days of employment, I will provide proof, as required on the U.S. Government I-9 Form, that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I have read and understand all the provisions of this acknowledgment. By signing this application, I hold Coast Personnel Services harmless for any claims related to a background or reference check, or verification of a statement made on this application. I hereby authorize and release from all liability all former employers, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, that may be in their possession to Coast Personnel Services and/or it's agents. An offer of employment is conditioned upon several criteria, including my satisfactorily passing certain laboratory test(s) (including tests for substance abuse) which may be required by Coast Personnel Services.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_