

Instructions for Completing the Applicant Forms Packet

- Complete, sign and date the following forms that are included in this packet.
- Contact your recruiter/hiring manager with any questions.

Form	Applicant Instructions
Application for Employment	<p>Return the original to the recruiter/hiring manager.</p> <p>Note: All applicants must complete a detailed employment application even if your resume and reference information is available.</p>
Pre-Employment Background Screening Request	Complete the applicant section and return the original to the recruiter/hiring manager.
Disclosure Statement and Authorization	<p>Complete both pages and return Copy A to the recruiter/hiring manager.</p> <p>Keep Copy B for your records.</p>



Name of Administaff Client Company (if applicable and known) _____

As part of the application process, Administaff may conduct background checks on applicants.

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

— PLEASE TYPE OR PRINT IN INK —			Today's Date	
First Name	MI	Last Name	Last 4 Digits of Social Security Number	
Current Mailing Address			How long at current address?	
City	County	State	ZIP Code	
Daytime Telephone () ()	Home Telephone () ()	E-mail Address		
Position for which you are applying		What is your minimum salary requirement?		
Check the following options you would consider <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		If part time, specify hours or days available		
Do you have any commitments to another employer that might affect your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:			Date available for work	

EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
List any other education, training, special skills or certificates/licenses that you possess related to the job.				
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
List any machines, equipment or software programs on which you are qualified and experienced in operating.				
List any languages that you speak fluently		List any languages that you read/write fluently		
If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state.				<input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL INFORMATION

Can you, after employment, submit verification of your legal right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 16 years old or over? If under 18, state age. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously employed by Administaff and/or the Administaff client company you are applying for? If Yes, give dates. From: (month/year) To: (month/year)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you perform the essential functions of the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List any relatives working for Administaff	



EMPLOYMENT HISTORY

APPLICANT NAME _____

List all work experience beginning with the present or most recent job. Use back of application, if necessary.

MOST RECENT JOB HELD	Name of Employer		Type of Business		
	Address		City	State ZIP Code	
	Dates Employed From (month/year) – To (month/year)			Title	
	Name and Title of Supervisor			Telephone Number ()	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties				
	Reason for Leaving			Last Salary \$	

PREVIOUS EMPLOYMENT	Name of Employer		Type of Business		
	Address		City	State ZIP Code	
	Dates Employed From (month/year) – To (month/year)			Title	
	Name and Title of Supervisor			Telephone Number ()	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties				
	Reason for Leaving			Last Salary \$	

PREVIOUS EMPLOYMENT	Name of Employer		Type of Business		
	Address		City	State ZIP Code	
	Dates Employed From (month/year) – To (month/year)			Title	
	Name and Title of Supervisor			Telephone Number ()	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties				
	Reason for Leaving			Last Salary \$	

PREVIOUS EMPLOYMENT	Name of Employer		Type of Business		
	Address		City	State ZIP Code	
	Dates Employed From (month/year) – To (month/year)			Title	
	Name and Title of Supervisor			Telephone Number ()	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties				
	Reason for Leaving			Last Salary \$	



BUSINESS REFERENCES

APPLICANT NAME _____

List three individuals, in addition to listed employment references, known to you for at least three years.

NAME	OCCUPATION/ASSOCIATION	TELEPHONE
1.		()
2.		()
3.		()

ADDITIONAL INFORMATION

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.

CRIMINAL RECORD INFORMATION

Instructions for answering the next two questions below:

- A. **All Applicants.**
Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned, or deferred and withdrawn.
- B. **District of Columbia, Illinois, and Rhode Island Applicants.**
Do not respond to the second question (regarding pending charges).
- C. **California Applicants.**
Do not include: a misdemeanor conviction for possession or transportation of a small amount of marijuana (28.5 grams or less) if the conviction is more than two (2) years old; participation in any pretrial or post trial diversion program for drug or alcohol rehabilitation; or a misdemeanor conviction for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
- D. **Colorado Applicants.**
Exclude information involving any record of civil or military disobedience unless such matters resulted in a plea of guilty or a conviction by a court of competent jurisdiction.
- E. **Connecticut Applicants.**
You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are: records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs; an adjudication as a youthful offender; a criminal charge that has been dismissed or nulled (not prosecuted); a criminal charge for which the person was found not guilty; or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.
- F. **Hawaii Applicants.**
Do not answer the following two questions.
- G. **Massachusetts Applicants.**
Regarding convictions, exclude misdemeanor convictions more than five (5) years old and exclude a first offense for drunkenness, simple assault, speeding, minor traffic violation, affray, or disturbing the peace. Do not respond to the second question (regarding pending charges).
NOTE: An applicant with a sealed record on file with the Massachusetts commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant may answer "no record" to an inquiry herein relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.
- H. **Michigan Applicants.**
Regarding pending charges, limit your response to felony offenses.
- I. **Utah Applicants.**
Regarding convictions, limit your response to felony convictions. Do not respond to the second question (regarding pending charges).

1. Convictions/Pleas. In the past ten (10) years, have you ever been convicted of, or pled guilty or no contest to, any criminal offense other than any applicable exceptions listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Pending Charges. Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CRIMINAL RECORDS:

If you answered Yes to either of the above two questions, please provide the date(s) and describe that criminal record so the individual circumstances can be considered. ***Criminal convictions or arrests will not automatically disqualify an applicant from employment.***



AGREEMENT (Please read the following statement carefully.) **APPLICANT NAME** _____

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Administaff any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Administaff, from liability for any damage that may result from furnishing same to Administaff.

I understand that Administaff and its client have agreed that Administaff will provide workers' compensation insurance coverage for its employees. In the event of an injury in the workplace, I agree that my sole remedy lies in coverage under Administaff's workers' compensation insurance policy.

If employed by Administaff and its client company, I agree to abide by the policies and procedures of Administaff and its client company, which include Administaff's Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Administaff, the client company or myself. I further understand that no manager or representative of Administaff or its client company other than the president of Administaff has any authority to enter into any agreement, oral or written, on behalf of Administaff for a term of employment or to make any assurance or promise of continued employment.

I understand that Administaff and/or its client company may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by Administaff as part of the pre-employment background investigation and if hired, at any time during my employment. California Applicants: I further understand that Administaff and/or its client company may obtain Public Records about me as part of an internal background investigation and that I may waive my right to receive a copy of such Public Records by checking this box:

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to Administaff and/or its client company. I understand that any positive drug or alcohol result may preclude my employment.

SIGN AND DATE THE FORM

Applicant's Signature -----	Print Full Name	
	Last 4 Digits of Social Security Number	Date Signed





Instructions

- Client company/recruiter has applicant complete the Applicant Information section and return this form with a completed and signed "Application for Employment" and "Disclosure Statement and Authorization." California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22."
Client company/recruiter completes Client Information, Position Information and Services Requested and faxes the completed request with required forms to the Administaff Background Screening Department at 800-878-1443.

Client Information

Form with fields: Name of Administaff Client Company (If applicable and known), Client Number, Recruiter, Date, Client Contact, Contact Phone Number, Contact E-Mail Address

Position Information

Form with fields: Title, Is this position regulated by the Department of Transportation? (Yes/No), and a detailed note about DOT regulations and background checks.

Services Requested

Form with text: Cost will vary based on services selected. Current prices for each offered service per name is located on the Employee Service Center at www.administaffservices.com. Includes checkboxes for Criminal history, Motor vehicle record, Employment references, Credit history, etc.

Applicant Information – This information is completed by the applicant. Please print clearly.

- Applicants must complete the Applicant Information section of this form and submit it with a completed and signed "Application for Employment" and "Disclosure Statement and Authorization." California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22."
You are not required to provide the year of your birth date on this form. Please understand that in order to conduct certain background checks and increase the accuracy that the information obtained is your information, you may receive a call from Administaff's Background Screening Team or HireRight, our background check vendor, inquiring about your year of birth.

Note: Complete your full name as shown on your driver's license.

Form with fields: First Name, MI, Last Name, Other Name(s) Used

This information is requested by the vendor in order to ensure the correct information is obtained from the state and federal courts.

Form with fields: Social Security Number, Date of Birth (mm/dd/yy), Driver's License Number, State, Current Mailing Address, County, City, State, ZIP Code, Previous Address(es) for the Past 10 Years, Dates at Address





Instructions: Copy A – Sign and return this page with the Pre-Employment Background Screening Request.

First Name	MI	Last Name
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Name of Administaff Client Company (if applicable and known)

Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports

By signing below, you acknowledge that Administaff and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application or from time to time during employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations conducted by consumer reporting agencies through personal interviews (or through any means in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.

Disclosure of Nature and Scope of Investigation for Investigative Consumer Report

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/or certification records depending on the position. Such a report, as well as any credit report, will be obtained from HireRight, Inc., 2100 Main Street, Suite 400, Irvine, California 92614-6263, Telephone 800-400-2761.

Authorization

I authorize the procurement of a consumer and/or investigative consumer report by Administaff and the Client Company as part of the pre-employment background investigation and if hired, at any time during my employment.

Applicant Signature	Date
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Print Full Name

Current Mailing Address

City	State	ZIP Code
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California Applicants Only

If you wish to receive a free copy of any credit report obtained, please indicate by checking this box.
If you wish to receive a free copy of any investigative consumer report obtained, please indicate by checking this box.
If you would like to receive via e-mail a copy of any credit report or investigative consumer report obtained, please provide your e-mail address:_____.

If you do not have an e-mail address and have indicated that you would like to receive a copy of any credit report or investigative report obtained, you will receive a copy by mail.

A summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.

Minnesota and Oklahoma Applicants Only

If you desire a free copy of any consumer or investigative consumer report obtained, please indicate by checking this box.
If you would like to receive via e-mail a copy of any credit report or investigative consumer report obtained, please provide your e-mail address:_____.

If you do not have an e-mail address and have indicated that you would like to receive a copy of any credit report or investigative report obtained, you will receive a copy by mail.

New York Applicants Only

Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report





Instructions: Copy B – Keep this page for your records.

First Name	MI	Last Name
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Name of Administaff Client Company (if applicable and known)

Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports

By signing below, you acknowledge that Administaff and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application or from time to time during employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations conducted by consumer reporting agencies through personal interviews (or through any means in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.

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Applicant Signature	Date
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Print Full Name

Current Mailing Address

City	State	ZIP Code
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California Applicants Only

If you wish to receive a free copy of any credit report obtained, please indicate by checking this box.
If you wish to receive a free copy of any investigative consumer report obtained, please indicate by checking this box.
If you would like to receive via e-mail a copy of any credit report or investigative consumer report obtained, please provide your e-mail address: _____
If you do not have an e-mail address and have indicated that you would like to receive a copy of any credit report or investigative report obtained, you will receive a copy by mail.
A summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.

Minnesota and Oklahoma Applicants Only

If you desire a free copy of any consumer or investigative consumer report obtained, please indicate by checking this box.
If you would like to receive via e-mail a copy of any credit report or investigative consumer report obtained, please provide your e-mail address: _____
If you do not have an e-mail address and have indicated that you would like to receive a copy of any credit report or investigative report obtained, you will receive a copy by mail.

New York Applicants Only

Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report