



www.goodtempismi.com

MUSKEGON OFFICE
271 E. Apple Ave.
Muskegon, MI 49442
phone 231 739-9010
fax 231 830-0005

HOLLAND OFFICE
Holland Town Center
12330 James Street
Suite H115
Holland, MI 49424
phone 616 796-8830
fax 231 830-0005

GOODTEMPS APPLICATION PROCESS

Thank you for applying for temporary and temporary-to-hire employment with GoodTemps Temporary Staffing Services.

Due to the very high volume of applications for employment through our organization, we are interviewing by appointment only. After submitting your application and accompanying paperwork, our personnel will be checking your information to make sure it is complete and accurate. In addition, we will be performing a background check and contacting your job references. All this takes time and is dependent on the current volume of applicants. Please be patient.

We prioritize our interviews based on when the application comes in and if the applicant has a skill set that is currently in demand.

Please be aware it is likely you will need to submit to taking a drug screen test prior to employment based on company's policies for GoodTemps clients.

Please do not phone us unless you have not heard from us within one month.

If after 30 days, you have not received a call back from a GoodTemps representative this could be a result of one of the following:

1. You may lack skills and/or work experience.
2. We found false information on your application.
3. GoodTemps has made at least two attempts to contact you for information or to schedule an interview, but was unable to contact you.
4. You did not return our calls in a timely manner.

GoodTemps Staffing Services reserves the right to determine qualifications of applicants based on information provided to us in writing.

Again, thank you for applying and your interest in working for GoodTemps.



Application for Employment

GTF-1000
Revision 8, 10/25/11

We are an Equal Opportunity Employer. Applicant resumes are accepted without regard to race, religion, color, sex, age, national origin, veteran status or disability and in accordance with state and federal laws.

PERSONAL INFORMATION

Name: _____
LAST FIRST MIDDLE

Present address: _____
STREET CITY STATE ZIP

Phone: _____ Are you 18 years or older? Yes No

Licensed Driver? Yes No If yes, Drivers License Number: _____

Describe any U.S. Military service: (Branch, Rank, Nature and Date of Discharge)

Are you presently in the United States armed forces, active or reserve? If so, identify unit and any service obligations:

Have you ever been convicted of a misdemeanor or felony? Yes No

Are you presently charged with a misdemeanor or felony? Yes No

Were you ever denied bond? Yes No If yes, please explain:

Do you have limitations that make you unable to perform job tasks? Yes No If yes, please explain:

Is there some type of accommodation that would enable you to perform the functions of a job? Yes No

If yes, please explain: _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? _____ If so, may we inquire of your present employer? Yes No

How did you hear of GoodTemps/Who referred you to GoodTemps? _____

Have you ever applied to this company before? Yes No

Where? _____ When? _____

Have you ever worked for this company before? Yes No

Where? _____ When? _____

Are you eligible to work in the U.S. and able to provide proof? Yes No

Do you have any activities, commitments or responsibilities (for example, school, other employment, etc.) that might interfere with your ability to work full time, including overtime, in the position for which you are applying? If so, explain:



EMPLOYMENT EXPERIENCE

In the space below, give a record of each period of employment and/or unemployment. Start with your current or most recent employment and work backwards to the first. Give the name used on the payroll if other than the name given on this application. Use additional sheets if necessary.

Employer/Company: _____

Location: _____ Phone: _____

Position: _____

Start Date: _____ Supervisor's Name: _____

Ending Date: _____ Last Pay Rate: \$ _____ per _____

Description of Duties: _____

Reason for leaving: _____

Employer/Company: _____

Location: _____ Phone: _____

Position: _____

Start Date: _____ Supervisor's Name: _____

Ending Date: _____ Last Pay Rate: \$ _____ per _____

Description of Duties: _____

Reason for leaving: _____

Employer/Company: _____

Location: _____ Phone: _____

Position: _____

Start Date: _____ Supervisor's Name: _____

Ending Date: _____ Last Pay Rate: \$ _____ per _____

Description of Duties: _____

Reason for leaving: _____

Explain any gaps in the last ten years of your employment history: _____

Which of your jobs did you like best? _____

Why? _____

What special skills or knowledge do you have that will aid you in qualifying for employment?



EDUCATION

Do you have a high school diploma or equivalent? Yes No

Name and location of school: _____

College: _____

Number of years attended: _____ Did you graduate? Yes No

Subjects studied: _____

Trade, Business or Correspondence School: _____

Number of years attended: _____ Did you graduate? Yes No

Subjects of special study or research work: _____

REFERENCES

Give the names of three persons, not related to you, whom you have known at least one year.

Name: _____

Address: _____

Business: _____

Phone: _____ Years acquainted: _____

Name: _____

Address: _____

Business: _____

Phone: _____ Years acquainted: _____

Name: _____

Address: _____

Business: _____

Phone: _____ Years acquainted: _____

IN CASE OF EMERGENCY NOTIFY:

Name: _____

Address: _____

Phone: _____



READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO THESE TERMS OF EMPLOYMENT

By signing my name below, I understand the GoodTemps Temporary Staffing is an at-will employer and nothing contained in this application or in the interview process is intended to create an employment contract between GoodTemps Temporary Staffing and me. Should this application result in my employment, I have the right to terminate my employment at any time and for any reason and GoodTemps Temporary Staffing retains a similar right. I further understand that no representative of GoodTemps Temporary Staffing other than the President has any authority to enter into any agreement with me for any specified period of time or to guarantee some other personnel move or benefit. I further understand that this entire statement applies to the period prior to and after I may be employed.

Additionally, by signing my name I certify that all information provided by me is correct to the best of my knowledge. I understand that omissions and misrepresentations may result in the rejection of my application or, if hired, result in termination.

I agree that the contents of any office, locker or desk or equipment or other GoodTemps Staffing property I may use, and any of my own property I bring onto GoodTemps Temporary Staffing's premises (including, without limitation, cars, packages, and purses), may be inspected by GoodTemps Temporary Staffing at any time, and I waive any claims against GoodTemps Temporary Staffing or its agents relating to such inspection.

I agree that I will not disclose to anyone or sue for my purposes any of GoodTemps Temporary Staffing's confidential or proprietary information, either during or after my employment, except at the request and for the benefit of GoodTemps Temporary Staffing. I agree that information about GoodTemps Temporary Staffing's customers, vendors, sources of supply, pricing, costs and other financial information, products, services, methods of operation, marketing, engineering methods, production, and the like is confidential and proprietary information that belongs to GoodTemps Temporary Staffing. If my employment with GoodTemps Temporary Staffing ends, I will not retain any copies or summaries of any such information but will promptly return all such information to GoodTemps Temporary Staffing. I also agree that I will disclose and assign to GoodTemps Temporary Staffing any invention, design or process that I conceive or develop while employed by GoodTemps Temporary Staffing relating to GoodTemps Temporary Staffing's business or any product or service offered or being developed by GoodTemps Temporary Staffing, and that all such inventions, designs or processes belong to GoodTemps Temporary Staffing.

I agree to submit to physical examinations and medical tests (including blood, urine or other testing) permitted by law before and during my employment, at the request and expense of GoodTemps Temporary Staffing or its agents or any testing agency retained by GoodTemps Temporary Staffing or its agents relating to any such testing, or from lawful if decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

I agree that I will not commence any action or lawsuit relating to my employment with GoodTemps Temporary Staffing, or the termination of my employment, more than 12 months after the termination of my employment, and I agree to waive any statute of limitations to the contrary. I understand that this means that even if the law would give me the right to wait a longer time to make a claim, I am waiving that right, and that any claims not brought within 12 months after my employment ends will be barred.

I agree to the above terms of employment. I agree that if any of the above terms is ever found to be legally unenforceable as written, such invalidity will not affect the validity of the rest of this agreement, and such term shall be limited to allow its enforcement as far legally possible. I agree that no other than the President of GoodTemps Temporary Staffing, by a written directive, has any authority to modify the above terms of employment, or to make any exception to them, or to offer employment on any other terms.

I agree that I will be bound by and will adhere to any other rules and policies issued by GoodTemps Temporary Staffing, including all rules and policies contained in GoodTemps Staffing's employee handbook.

Signature of Applicant: _____ Date: _____



Application for Employment

GTF-1000
Revision 8, 10/25/11

EMPLOYMENT EXPERIENCE (continued)

Employer/Company: _____

Location: _____ Phone: _____

Position: _____

Start Date: _____ A Supervisor's Name: _____

Ending Date: _____ Last Pay Rate: \$ _____ per _____

Description of Duties: _____

Reason for leaving: _____

Employer/Company: _____

Location: _____ Phone: _____

Position: _____

Start Date: _____ Supervisor's Name: _____

Ending Date: _____ Last Pay Rate: \$ _____ per _____

Description of Duties: _____

Reason for leaving: _____

Employer/Company: _____

Location: _____ Phone: _____

Position: _____

Start Date: _____ Supervisor's Name: _____

Ending Date: _____ Last Pay Rate: \$ _____ per _____

Description of Duties: _____

Reason for leaving: _____

Name: _____
LAST
FIRST
MIDDLE

Birthdate: _____ Date: _____

SKILLS / EXPERIENCE

Please check all the areas below in which you have experience.

- | | |
|---|---|
| <p>Beginner
Intermediate
Advanced</p> | <p>GENERAL</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Assembly</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bindery Work</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cashier</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CDL -A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CDL -B</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CENA</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chauffeur</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Child Care</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cook</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Construction</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Counseling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dishwasher</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Fiberglass</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrician</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Food Handler</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Foreman/Line Leader</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forklift Driver</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Home Health Care</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Housekeeping</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inventory</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Janitorial</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Landscaping</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lifeguard</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Maintenance</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Management</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Material Handler</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Order Picking</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Packing</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Program Leader</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Quality Inspection</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Quality Technician</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Recreation Aide</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Retail</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Server</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stocking</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Warehouse</p> <p>Other:</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> |
|---|---|

- | | |
|---|---|
| <p>Beginner
Intermediate
Advanced</p> | <p>MACHINE</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CNC Machine Operator</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CNC Machine Programmer:
How/where did you learn this skill? _____</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Injection Molding</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Machine Set-up</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Millwright</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pattern Making</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Press Operator</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Robotics</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sheet Metal Fab</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tool and Die</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Woodworking</p> <p>FOUNDRY</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Grinding</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pouring</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shakeout</p> <p>AUTOMOTIVE</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Auto Mechanic</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Auto Body Work</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Buffing</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Polishing</p> <p>Other:</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> |
|---|---|

- | | |
|---|---|
| <p>Beginner
Intermediate
Advanced</p> | <p>BENCH WORK</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Arc Welding</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Commercial Painting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electronic Assembly</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Industrial Painting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Int./Exterior Painting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mig Welding</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Powder Coat Painting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Residential Painting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Wet Painting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shipping/Receiving</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Soldering</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stick Welding</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tig Welding</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Wiring</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sanding</p> <p>Other:</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> |
|---|---|

OVER: Please complete the back side as well. ➡

SKILLS / EXPERIENCE (CONTINUED)

Please check all the areas below in which you have experience.

- | | |
|--------------------------------------|---|
| Beginner
Intermediate
Advanced | <p>OFFICE</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accounting
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accounts Payable
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Administrative Secretary
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Billing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bookkeeping
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Computer Programmer / I.T. Tech
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Convention/Events Bureau
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Customer Service
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Data Entry
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> EMT
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Filing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Human Services/Nonprofit/Case Management
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Legal Records/Terminology
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lotus
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mailing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Medical Assistant
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Medical Billing/Coding
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Medical Terminology
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Multi-lines Phone
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nutritionist/Dietary Assistant
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Overall Computer Skills
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Payroll
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Typing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other:
<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> _____ |
|--------------------------------------|---|

- | | |
|--------------------------------------|--|
| Beginner
Intermediate
Advanced | <p>SOFTWARE</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Adobe InDesign
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Adobe Photoshop
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Great Plains
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Macintosh OS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Macintosh programs:

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Access
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Internet Explorer
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Outlook
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft PowerPoint
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Pro
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Publisher
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Windows 1995
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Windows 2000
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Windows 2003 or Vista
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Windows XP
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Windows 2007 or 2010
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Microsoft Word
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> QuickBooks
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Quicken
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ebay/Online Buying and Selling
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Photo Editing and Uploading
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Website Design and Maintenance
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Using LinkedIn or Facebook for Business Use
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other programs:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ |
|--------------------------------------|--|

- | | |
|--------------------------------------|--|
| Beginner
Intermediate
Advanced | <p>OTHER</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Blueprint Reading
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Calipers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> First Aid/CPR Certified:
Expiration Date: _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gauges
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Micrometers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ |
|--------------------------------------|--|

Additional skills: _____



EEO Information

GTF-1007
Revision 7, 5/16/11

GoodTemps Temporary Staffing Services is an equal opportunity employer. GoodTemps does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, veteran status, or any other legally protected status.

GoodTemps asks its employees to complete this EEO information sheet to assist GoodTemps in monitoring compliance with equal employment obligations under federal, state, and local laws, and for other lawful purposes. Any information you provide on this form will be kept strictly confidential and will be maintained only at our corporate office. Any information provided will not be used in connection with the assignment referral process or any employment decision.

While GoodTemps asks that you provide the information requested below, completion of this form is voluntary. Your decision to provide or not provide the requested information will not affect your employment with GoodTemps.

EEO INFORMATION

Name: _____
 LAST FIRST MIDDLE

Birthdate: _____ Date: _____

Sex: Male
 Female

Race: Asian
 Black/African American
 Hispanic/Latino
 Native American/Alaskan
 Native Hawaiian or other Pacific Islander
 White
 Two or more races

LISTS OF ACCEPTABLE DOCUMENTS FOR EMPLOYMENT ELIGIBILITY VERIFICATION

Please bring the documents to the interview. All documents must be unexpired.

**ONE document from LIST A
Documents that Establish
Both Identity and Employment
Authorization**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary i-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a non-immigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

OR

**ONE document from LIST B
Documents that Establish
Identity**

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

AND

**ONE document from LIST C
Documents that Establish
Employment Authorization**

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form FS-545)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by Department of Homeland Security



Due to a continued issue with absences, GoodTemps has enacted the following policy and procedure effective immediately. **Please sign the highlighted areas and return the form to a GoodTemps representative at the GoodTemps office immediately.**

THE FOLLOWING ATTENDANCE POLICY PERTAINS TO ALL GOODTEMPS EMPLOYEES:

For the first absence, the employee will receive a phone call from GoodTemps regarding the absence and coaching if necessary.

In the case of a second absence, the employee will be contacted by GoodTemps to schedule an appointment to sign an attendance contract. The attendance contract informs the employee that any additional absences or tardiness may result in termination.

Disclaimer: Please note it may only be one chance and not two or absences. This is subject to the clients and company practice and other reasons. If client requests termination, GoodTemps will comply with them regardless of our policies.

Any additional absences will likely result in termination.

Please note that although documentation of an absence may clarify the nature of the absence, **there are no excused absences.**

In the case of an emergency situation or very special circumstance, please bring documentation to GoodTemps as soon as possible and it may be taken into consideration. It is under GoodTemps discretion how to proceed with the absence.

Planned absences such as doctor's appointments or court dates should be scheduled outside of working hours. In the rare case when it is not possible to do so, advance notice (a minimum of one week before the absence will occur) and proper documentation must be provided to GoodTemps, and permission for the absence may be given. In these situations the employee must work prior to the appointment and return to work after the appointment when possible, so that the full work day is not missed.

By signing below, you have acknowledged that you have read and understand the above attendance policy and agree to its terms.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

GOODTEMPS COPY: Please sign and return to the GoodTemps office.

Due to a continued issue with absences, GoodTemps has enacted the following policy and procedure effective immediately.

THE FOLLOWING ATTENDANCE POLICY PERTAINS TO ALL GOODTEMPS EMPLOYEES:

For the first absence, the employee will receive a phone call from GoodTemps regarding the absence and coaching if necessary.

In the case of a second absence, the employee will be contacted by GoodTemps to schedule an appointment to sign an attendance contract. The attendance contract informs the employee that any additional absences or tardiness may result in termination.

Disclaimer: Please note it may only be one chance and not two or absences. This is subject to the clients and company practice and other reasons. If client requests termination, GoodTemps will comply with them regardless of our policies.

Any additional absences will likely result in termination.

Please note that although documentation of an absence may clarify the nature of the absence, **there are no excused absences.**

In the case of an emergency situation or very special circumstance, please bring documentation to GoodTemps as soon as possible and it may be taken into consideration. It is under GoodTemps discretion how to proceed with the absence.

Planned absences such as doctor's appointments or court dates should be scheduled outside of working hours. In the rare case when it is not possible to do so, advance notice (a minimum of one week before the absence will occur) and proper documentation must be provided to GoodTemps, and permission for the absence may be given. In these situations the employee must work prior to the appointment and return to work after the appointment when possible, so that the full work day is not missed.

If you have any questions regarding this attendance policy contact a GoodTemps Staffing Specialist at 231-739-9010. You can also send us a message from the Contact page of our website at www.goodtempismi.com.

Thank you.