



# EMPLOYMENT APPLICATION

DATE \_\_\_\_\_ NAME \_\_\_\_\_  
*LAST FIRST MIDDLE*

ADDRESS \_\_\_\_\_ HOME PHONE/CELL PHONE \_\_\_\_\_  
\_\_\_\_\_  
ALTERNATE PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

PERSON TO CONTACT IN CASE OF EMERGENCY: \_\_\_\_\_  
*NAME RELATIONSHIP TELEPHONE NUMBER*

DATE AVAILABLE FOR WORK: \_\_\_\_\_

LOCATIONS DESIRED:  MD  VA  DC

DO YOU HAVE PREVIOUS EXPERIENCE WORKING FOR THE FEDERAL GOVERNMENT?  YES  NO

IF YES, WHICH FEDERAL AGENCY? \_\_\_\_\_

POSITION(S) HELD: \_\_\_\_\_

ARE YOU A U.S. CITIZEN?  YES  NO

DO YOU HAVE A SECURITY CLEARANCE?  YES  NO

ARE YOU A VETERAN?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO

*PREFERRED STAFFING GROUP, INC. DOES NOT DISCRIMINATE BECAUSE OF AGE, SEX, PHYSICAL HANDICAP, RACE, CREED, OR NATIONAL ORIGIN.*

I VERIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT AND I GIVE PREFERRED STAFFING GROUP, INC. (PSG) PERMISSION TO CHECK ALL REFERENCES.

I AGREE TO NOTIFY PSG UPON TERMINATION OF EACH JOB ASSIGNMENT.

I WILL NOT GIVE MY PHONE NUMBER TO ANY CLIENT, NOR WILL I SOLICIT DIRECT EMPLOYMENT WITH ANY CLIENT.

SHOULD A CLIENT OFFER ME A PERMANENT JOB, OR DIRECT EMPLOYMENT OF ANY TYPE, I WILL NOTIFY PSG IMMEDIATELY.

SIGNATURE

DATE



## WORK RECORD

Must be completed in full. All "YES" answers must be explained in detail.

Please attach additional sheets if needed.

Yes	No	Description
		Have you ever been arrested, charged, cited, or held by federal, state or local law enforcement regardless of whether the citation was dropped, dismissed, or found guilty. Include court martial or non-judicial punishment while in military service. You may exclude minor traffic violations for which a fine or forfeiture of \$100 or less was imposed. Any violations that were alcohol related must be included.
		As a result of being arrested, charged, cited, or held by law enforcement, have you ever been convicted, fined by or forfeited bond to a federal, state, or other judicial authority.
		Have you ever been detained, held in, or served time in any jail or prison in any city, county, state, federal or foreign country?
		Have you ever been or are you now under suspended sentence, parole, or probation or awaiting any action on charges against you?

Date	Offense or Violation	Name & Location of Police Agency	Name of Location of Court	Penalty Imposed/ Other Disposition

I certify that the entries made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (see U.S. code, Title 18, Section 1001).

*SIGNATURE*

*DATE*



## WORK REFERENCES

Preferred Staffing Group requires each employee to have work references. Please print the company name, address, phone number, and your former supervisor's name. You will need to fill out three of these forms.

### To be filled out by Employee

COMPANY NAME & ADDRESS OF REFERENCE:

Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCE CONTACT NUMBERS:

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT DATES

From: \_\_\_\_\_

To: \_\_\_\_\_

I, \_\_\_\_\_ (Social Security # \_\_\_\_\_)  
authorize Preferred Staffing Group to request the above former employer to submit all  
information regarding my work performance, character, and skills.

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

### APPLICANT – DO NOT WRITE BELOW THIS LINE

- Are the employment dates correct? Yes \_\_\_ No \_\_\_ What are the correct dates? \_\_\_\_\_
- Is the employee eligible for rehire? \_\_\_\_\_ If not, please explain why: \_\_\_\_\_
- Please rate this employee's past work performance: **E = Excellent** **A = Average** **P = Poor**  
Professionalism \_\_\_\_\_ Job Performance \_\_\_\_\_ Reliability \_\_\_\_\_  
Quality of Work \_\_\_\_\_ Team Interaction \_\_\_\_\_
- Please provide other additional information you feel is relevant: \_\_\_\_\_

PSG EMPLOYEE INITIALS: \_\_\_\_\_



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### To be filled out by Employee

COMPANY NAME & ADDRESS OF REFERENCE:

Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCE CONTACT NUMBERS:

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT DATES

From: \_\_\_\_\_

To: \_\_\_\_\_

I, \_\_\_\_\_ (Social Security # \_\_\_\_\_)  
authorize Preferred Staffing Group to request the above former employer to submit all  
information regarding my work performance, character, and skills.

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

### APPLICANT – DO NOT WRITE BELOW THIS LINE

4. Are the employment dates correct? Yes \_\_\_ No \_\_\_ What are the correct dates? \_\_\_\_\_
5. Is the employee eligible for rehire? \_\_\_\_\_ If not, please explain why: \_\_\_\_\_
6. Please rate this employee's past work performance: **E = Excellent** **A = Average** **P = Poor**
- Professionalism \_\_\_\_\_ Job Performance \_\_\_\_\_ Reliability \_\_\_\_\_
- Quality of Work \_\_\_\_\_ Team Interaction \_\_\_\_\_
4. Please provide other additional information you feel is relevant: \_\_\_\_\_

PSG EMPLOYEE INITIALS: \_\_\_\_\_



## WORK REFERENCES

Preferred Staffing Group requires each employee to have work references. Please print the company name, address, phone number, and your former supervisor's name. You will need to fill out three of these forms.

### To be filled out by Employee

COMPANY NAME & ADDRESS OF REFERENCE:

Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_

REFERENCE CONTACT NUMBERS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT DATES

From: \_\_\_\_\_

To: \_\_\_\_\_

I, \_\_\_\_\_ (Social Security # \_\_\_\_\_)  
authorize Preferred Staffing Group to request the above former employer to submit all  
information regarding my work performance, character, and skills.

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

### APPLICANT – DO NOT WRITE BELOW THIS LINE

7. Are the employment dates correct? Yes \_\_\_ No \_\_\_ What are the correct dates? \_\_\_\_\_

8. Is the employee eligible for rehire? \_\_\_\_\_ If not, please explain why: \_\_\_\_\_

9. Please rate this employee's past work performance: **E = Excellent** **A = Average** **P = Poor**

Professionalism \_\_\_\_\_

Job Performance \_\_\_\_\_

Reliability \_\_\_\_\_

Quality of Work \_\_\_\_\_

Team Interaction \_\_\_\_\_

4. Please provide other additional information you feel is relevant: \_\_\_\_\_

\_\_\_\_\_

PSG EMPLOYEE INITIALS: \_\_\_\_\_



## **AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK**

*Please read completely before signing:*

- I give Preferred Staffing Group permission to run a criminal background check for pre-employment purposes.  
This background check will include all states of residence for the past five years.
  
- I understand that any willful false statements pertaining to my criminal background may result in termination of my employment from Preferred Staffing Group.
  
- I do further understand that my employment is contingent upon the results of the criminal background check.
  
- I authorize Preferred Staffing Group to deduct \$15 from my first paycheck for the cost of obtaining this criminal background check.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

PSG EMPLOYEE INITIALS: \_\_\_\_\_



## EMPLOYEE DIRECT DEPOSIT FORM

**I hereby authorize Net Pay to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter called "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Netpay to my account. In the event that Net Pay deposits funds erroneously into my account, I authorize Net Pay to debit my account for an amount not to exceed the original amount of the erroneous credit.**

This authorization is to remain in full force and effect until Net Pay and Bank have received written notice from me of its termination in such time and in such manner as to afford Net Pay and Bank reasonable opportunity to act on it.

Signature: \_\_\_\_\_

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

### ACCOUNT INFORMATION

Please note: If depositing into a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same number on a savings deposit slip. This will ensure that you are paid correctly.

Bank Account #1: Routing/Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

( ) Checking ( ) Savings I wish to deposit: \$ \_\_\_\_\_ or ( ) Entire net amount

Bank Account #2: Routing/Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

( ) Checking ( ) Savings I wish to deposit: \$ \_\_\_\_\_ or ( ) Entire net amount

***Your Direct Deposit Information WILL NOT be set up until PSG receives a copy of a voided check.***

ATTACH A VOIDED CHECK HERE:



## POLICY ACKNOWLEDGEMENT STATEMENT

- All employees are responsible for completing their own timesheets, which can be completed on-line. At the end of the week you must complete and submit your timesheet. Your supervisor will approve or reject your timecard first thing Monday morning.
- All timesheets must be filled out accurately, reflecting the hours that you actually worked (include your lunch break). To do otherwise constitutes fraud, and you will be prosecuted to the fullest extent of the law.
- All timesheets are to be completed and submitted by the close of business on Friday of each week, as payroll is processed first thing Monday morning.
- If you are going to be late or absent from an assignment, you must always notify PSG as soon as possible. Failure to notify PSG of these absences may lead to termination of your assignment. In addition, if your contract calls for 40 hours of work per week, then you are expected to work 40 hours per week. Failure to work the full 40 hours may lead to termination of your assignment.
- Lunch breaks are MANDATORY. You must take your lunch break. You may not skip lunch in order to leave your assignment early. Take your lunch break and return in a timely manner.
- For federal assignments, our contract requires our employees to work no more than 40 hours a week. No overtime is allowed. If you are asked to do so, please have your supervisor contact our Operations Department at PSG immediately. We will call your supervisor for approval.
- All employees are expected to dress professionally and conduct themselves in a business-like manner as a condition of continued employment with PSG. If you encounter any problems while on assignment, you must call PSG first. PSG will call the client. If you walk out on your assignment, you will be terminated from the client and PSG.
- I will not give my phone number to any client, nor will I solicit direct employment with any client. Should a client offer me a permanent job, or direct employment of any type, I will notify Preferred Staffing Group immediately. This applies after I leave my employment with PSG for a period of 60 days.
- We at Preferred Staffing Group cannot guarantee employment. Placements are contingent upon your skill level and whether or not we have any assignments in that match your qualifications. Also, it is your responsibility to notify our office regarding your availability.
- I give the authorized staff of PSG permission to conduct reference checks for previous employers whose names, addresses, and phone numbers I provide. Reference checks will be conducted on all applicants and employment is contingent upon receiving at least two positive reference checks from previous employers.

**By signing below, I acknowledge that I have read and understood the above stated policies.**

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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



## SAFETY POLICY

Preferred Staffing Group would like to take this time to welcome you to our company. Preferred is concerned about safety within the workplace. This policy will outline the responsibilities of you - the employee, us - the employer, and that of our customer. Please read this policy in its entirety and sign below stating that you understand and will abide by the policy.

Pursuant to Federal and State Law, employers must inform their employees of the potential existence of all hazards including hazardous substances that exist in the workplace. Since you, as a temporary contract service employee, will perform services at the workplace of clients, it is essential that the client train and orient you in compliance with Federal and State Laws, regarding the existence of any hazardous substances with which you may come in contact.

Preferred Staffing Group has requested all of its clients to offer their own workplace safety and hazardous substance(s) training programs to you, prior to your performance of services at the client's workplace. You must participate in and complete all such training programs as are mandated and necessary. If, at any time during the course of your employment at a client's workplace, you have any questions regarding the existence of hazardous substances or any other hazard unique to the job assignment at the client's workplace, immediately contact your client supervisor and inform your local branch office.

I \_\_\_\_\_, am aware that as a contract employee of Preferred Staffing Group, if requested/ordered/assigned by my supervisor or co-worker to perform any tasks that are outside the scope of work requirements, it is my responsibility to inform such supervisor or co-worker that I have been instructed by Preferred not to perform such assignments. You are to direct the supervisor or co-worker to contact Barbara L. Posner, President at (202) 289-8555 if they require further clarification. It is also understood that I too will contact Preferred's President in the event that such a situation arises.

**I have read, understand, acknowledge, and abide by the prescribed Preferred Staffing Group Safety Guidelines.**

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

PSG EMPLOYEE INITIALS: \_\_\_\_\_