

Employee File ID Number



Corporate Headquarters
2295 De La Cruz Blvd.
Santa Clara, Ca. 95050
(408) 653-2100



APPLICATION FOR EMPLOYMENT

Today's Date	Position Applying For	Minimum Rate Requested \$ <input type="checkbox"/> HR <input type="checkbox"/> YR	Have You Applied at any TPS Company (see below for list of companies) before? What Position and When? <input type="checkbox"/> Yes <input type="checkbox"/> No
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TPS Family of Companies (Coast Personnel Services, The Staffing Solutions Group (SSG), United Staffing Services (USS), Personnel Plus, MAC Inc., Manutec and Decton LI, are equal opportunity employers and all employment decisions are made without regard to race, color, creed, sex, sexual orientation, religion, gender, gender identity, national origin, age, disability, ancestry, medical condition, marital status, veteran status, citizenship status, sexual orientation, or any other category or status protected by federal, state or local laws of an individual or that individual's associates or relatives.

Instructions: Please answer **ALL** questions, where applicable, completely and truthfully to the best of your knowledge and belief. Type or print in ink as carefully as possible. Name in Section 1 must be as it appears on your social security card or other official document.

SECTION 1: PERSONAL INFORMATION				
Last Name	First Name	MI	Preferred Name or Nickname	
Street Address		City	State	Zip Code
Main Telephone/Text	Other Telephone	Email Address		Social Security No.

SECTION 2: GENERAL INFORMATION			
Available Start Date: _____	You are able to work: (Mark all that apply) <input type="checkbox"/> Days <input type="checkbox"/> Swing <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Part-Time WHICH DAYS ARE YOU NOT AVAILABLE TO WORK <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	Can you work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate when? <input type="checkbox"/> Any <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends
How were you made aware of TPS Family of Companies? _____			
Employee Referral (if any): Name _____			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you or will you require sponsorship to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
After receiving an offer of employment, can you provide documentation verifying your identity and legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

SECTION 3: EDUCATIONAL BACKGROUND				
BEGINNING WITH HIGH SCHOOL, PLEASE LIST THE INSTITUTIONS WHERE YOU HAVE OBTAINED A DEGREE, DIPLOMA, OR EQUIVALENT.				
Name of School	Location (City/State)	Completed	Diploma/Certificate Received	Major or Field of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please list all languages you are fluent.			
Please list any other training, qualifications, or skills that you feel make you especially suited for the position you are applying				

SECTION 4: EMPLOYMENT HISTORY		
PLEASE BEGIN WITH THE MOST RECENT POSITION AND PROVIDE INFORMATION PERTAINING TO YOUR LAST THREE POSITIONS.		
Company Name	Supervisor Name	Were you a Temporary Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City and State or Country
Reason for Leaving	Dates Employed	From: _____ To: _____
Your Position / Job Title	Job Duties	

Company Name	Supervisor Name	Were you a Temporary Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City and State or Country
Reason for Leaving	Dates Employed From: _____ To: _____	
Your Position / Job Title	Job Duties	

Company Name	Supervisor Name	Were you a Temporary Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City and State or Country
Reason for Leaving	Dates Employed From: _____ To: _____	
Your Position / Job Title	Job Duties	

SECTION 5: EMPLOYMENT REFERENCES

PLEASE PROVIDE **AT LEAST TWO** REFERENCES (NOT RELATED TO YOU), WHO ARE ABLE TO PROVIDE INFORMATION ON YOUR EMPLOYMENT EXPERIENCE.

Name	Relationship	Phone Number	Years Known

SECTION 6: ACKNOWLEDGMENT AND UNDERSTANDING

Initial _____	This Employment Application does not inquire about criminal convictions in an effort to consider all qualified candidates for employment. I understand that if I continue to be considered for employment, I may be required to disclose criminal history information and consent to a background check as a condition of employment. I give permission for my background results to be released to the Company and/or the organization at which I may be placed to work. No applicant shall be denied employment solely on the grounds of conviction of a criminal offense. A criminal conviction may be relevant if job-related, but does not necessarily bar applicants from employment. The Company will consider factors such as the nature of the offense, the time elapsed, and the nature of the job. In addition, I release the Company, my former employers and all other persons and entities from any and all claims, demands or liabilities related in any way to my background investigation or disclosure.
Initial _____	I understand that I may be required to submit to testing for detection of drugs and alcohol. I give permission for test results to be released to the Company and/or the organization at which I may be placed to work. I understand that the Company is a Drug Free workplace and that positive test results, refusal to be tested or any attempt to affect the test results or test sample may result in withdrawal of my application for employment, withdrawal of any provisional employment offer I have received or termination of employment, depending on when results are received.
Initial _____	I certify that I have not falsified or knowingly withheld any information that might adversely affect my chances for employment, and that the answers given by me are true and correct to the best of my knowledge. I have personally completed this application, and I understand that any omission or misstatement of material fact on this application or any false or misleading information or document shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initial _____	I understand that nothing contained in my application or conveyed during any interview(s) which may or may not be granted, or during my employment, if hired, is intended to create an employment contract between myself and the Company. I understand my potential employment will be at-will, and may be terminated by either of us at any time, with or without cause and with or without notice. I understand and agree that the submission of this application does not imply or guarantee that I will be placed for employment or employed for any period of time.
Initial _____	I understand that if I am provided a temporary assignment by the Company, and that assignment ends, I may be eligible to be placed at other temporary assignments. I further understand that it is my responsibility to provide my availability to work on a weekly basis, and if I do not, I will be considered unavailable for work.
Initial _____	TPS Family of Companies (Coast Personnel Services, The Staffing Solutions Group (SSG), United Staffing Services (USS), Personnel Plus, MAC Inc., Manutec and Decton LI and the undersigned applicant hereby agree to the terms and provisions of the TPS Family of Companies, Mutual Agreement to Arbitrate Policy to the extent permitted by federal and state law. The full agreement is available upon request prior to an offer of employment and is provided upon offer of employment with the Company.

APPLICANT SIGNATURE 	DATE
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