



# Personnel People

## EMPLOYEE RECORD

NAME: FIRST \_\_\_\_\_ LAST \_\_\_\_\_ MI \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CELL PHONE # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ HOME # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## EMPLOYMENT INFORMATION

	<b>Present or Most Recent Employer</b>	<b>Previous Employer</b>	<b>Previous Employer</b>
<b>Company:</b>			
<b>Address:</b>			
<b>Supervisor:</b>			
<b>Phone number:</b>			
<b>May contact?</b>			
<b>Job title:</b>			
<b>Dates of employment:</b>			
<b>Reason for leaving:</b>			

## EDUCATION

HIGH SCHOOL: \_\_\_\_\_ From \_\_\_\_ - \_\_\_\_ To \_\_\_\_ - \_\_\_\_ Degree: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ From: \_\_\_\_ - \_\_\_\_ To \_\_\_\_ - \_\_\_\_ Degree: \_\_\_\_\_

Person to notify in case of emergency: \_\_\_\_\_ # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### *Please Read and Sign*

I authorize **Personnel People** to check my references regarding past employment history. I have read and agree to the terms of employment set forth by **Personnel People**. I have received from **Personnel People** "How to File for Unemployment Insurance Benefits".

Signed: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**REFERENCES** (please do not list friends or relatives)

	REFERENCE 1	REFERENCE 2	REFERENCE 3
NAME:			
ADDRESS:			
PHONE:			
RELATIONSHIP : (What company did you work with this person at?)			

**How did you hear about Personnel People?**

\_\_\_\_\_ Indeed      \_\_\_\_\_ Ziprecruiter      \_\_\_\_\_ Personnel People Website      \_\_\_\_\_ Craig List

Referral \_\_\_\_\_ Who referred \_\_\_\_\_

Other \_\_\_\_\_

If any information on this application is incorrect, **Personnel People** has the right to terminate the employee.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**General Information**

Do you have the legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**Disclosure Statement**

**Personnel People** is an employment agency, so that in the following paragraphs, the reference to "employer" is the Client at which **Personnel People** has found an assignment for me.

I agree that as condition of employment or ongoing employment that the employer has the right, at their expense, to require an initial drug test and any other random drug testing that the employer's handbook may require.

I agree that for the period of one (1) year from the initial interview with any employer that **Personnel People** has sent me to that I am obligated to inform **Personnel People** if this employer contacts me for any reason and I am not allowed to re-interview or begin an assignment without contacting **Personnel People**.

I understand that for the period of 560 hours from my start date with a specific employer, I am obligated to report all hours worked to **Personnel People** and agree not be employed by the employer until the 560 hours have been fulfilled.

I understand that **Personnel People** reserves the right to pursue any breach of this Contract by way of any and all legal means allowable in the State of Massachusetts.

I understand and agree that **Personnel People** may obtain an investigative consumer report regarding me. I understand that this investigate report may include information concerning my character, general reputation, person characteristics, mode of living and financial responsibility and may be obtained through personal interviews with friends, neighbors and associates.

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