

PLEASE PRINT ALL  
INFORMATION REQUESTED,  
EXCEPT SIGNATURE

# MSDD Staffing, Inc.



## APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Have you worked or attended school under a different name? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what name(s)? \_\_\_\_\_

Present address \_\_\_\_\_  
Number Street City State Zip

How long? \_\_\_\_\_ Last four digits of your Social Securing number \_\_\_\_\_

Home phone ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work  
 No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When are you available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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Employment with MSDD Staffing is contingent on passing a background check, with no misdemeanor convictions showing in three years and no felony convictions in seven years. Is there any reason you would not pass this background check?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Do you have reliable transportation to work? \_\_\_\_\_

If the job you are applying for requires driving, please complete the following section:

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
Expiration date \_\_\_\_\_

Have you had any accidents during the past three years? How many? \_\_\_\_\_

Have you had any moving violations during the past three years? How Many? \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

### Emergency Contact Information:

Please list two people to contact in case of an emergency.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

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**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____  Address _____ City, State _____ Zip Code _____  Phone number _____	Name of last supervisor    Your last job title	Employment dates From To	Pay or salary Start Final
Reason for leaving (be specific)			
List the jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Phone number _____	Your last job title		
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List the jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?     Yes     No

Did you complete this application yourself?     Yes     No

If not, who did? \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_