

# LINK

## Business & Personnel Services

P.O. Box 59 • 545 North State Street, Ukiah, CA 95482

707.468-LINK (5465) Website: [www.link2hire.com](http://www.link2hire.com) Email: [link@link2hire.com](mailto:link@link2hire.com)

Today's Date \_\_\_\_\_

Permanent  Temporary  Temp-to-Hire

Where did you hear of our services? \_\_\_\_\_

BIOGRAPHICAL DATA			ANS MACHINE Y N	CAREER PREFERENCE	
Last Name	First	Middle	Home Phone	1 <sup>st</sup> Position Desired	
			Cell #		
Address:			Contact Phone	2 <sup>nd</sup> Position Desired	
City	State	Zip	How Long?	3 <sup>rd</sup> Position Desired	
Previous Address History—3 years			How Long?	Desired Hourly Wage	
				Lowest Hourly Wage	
				City Preference:	
In case of emergency notify:	Relationship	Phone			
			<b>COLLEGE/TRADE SCHOOL:</b>		
EDUCATIONAL RECORD					
High School	City/State	Grade Completed		<b>CHECK ONE</b>	
				AS <input type="checkbox"/> AA <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/>	
			Have you applied with us before? Y <input type="checkbox"/> N <input type="checkbox"/>		
Have you ever worked under a different name? Please list.					

**PLEASE CHECK YOUR SKILL/EXPERIENCE IN THE FOLLOWING AREAS**

OFFICE SKILLS		OFFICE USE ONLY				COMPUTER SOFTWARE				
		OTJ	CLSRM	OTJ	CLSRM	PC		Macintosh	<input type="checkbox"/>	
10 key	<input type="checkbox"/>					Windows	'03 <input type="checkbox"/>	XP <input type="checkbox"/>	ME <input type="checkbox"/>	'00 <input type="checkbox"/>
Cashier	<input type="checkbox"/>					Outlook	'03 <input type="checkbox"/>	XP <input type="checkbox"/>	'00 <input type="checkbox"/>	
Customer Service	<input type="checkbox"/>					MS Excel	'03 <input type="checkbox"/>	XP <input type="checkbox"/>	'00 <input type="checkbox"/>	
Data Entry	<input type="checkbox"/> wpm _____					MS Access	'03 <input type="checkbox"/>	XP <input type="checkbox"/>	'00 <input type="checkbox"/>	
Filing	<input type="checkbox"/>					PowerPoint	'03 <input type="checkbox"/>	XP <input type="checkbox"/>	'00 <input type="checkbox"/>	
Legal Terminology	<input type="checkbox"/>					MS Word	'03 <input type="checkbox"/>	XP <input type="checkbox"/>	'00 <input type="checkbox"/>	
Medical Front Office	<input type="checkbox"/>					WordPerfect	<input type="checkbox"/>	Version:	_____	
Medical Terminology	<input type="checkbox"/>					MS Works	<input type="checkbox"/>	Version:	_____	
Phone	<input type="checkbox"/> lines					FileMakerPro	<input type="checkbox"/>	Version:	_____	
Photocopy Machine	<input type="checkbox"/>					Lotus 1-2-3	<input type="checkbox"/>	Version:	_____	
BOOKKEEPING/ACCOUNTING						Photoshop	<input type="checkbox"/>	Version:	_____	
Manual	<input type="checkbox"/> Cmptr	<input type="checkbox"/> Bank Deposit	<input type="checkbox"/>			Scanning	<input type="checkbox"/>			
Full Chrg	<input type="checkbox"/> A/P	<input type="checkbox"/> P/R	Tax Reports	<input type="checkbox"/>		Internet	<input type="checkbox"/>			
Fin Stmts	<input type="checkbox"/> A/R	<input type="checkbox"/> Fund Accounting	<input type="checkbox"/>			Email	<input type="checkbox"/>			
Cost Acct	<input type="checkbox"/> P/R	<input type="checkbox"/>								
Accounting software(s):						List any additional software programs:				
						Programming Languages:				
Special skills not listed:										

**Please list (3) references:**

Name	Occupation/Company	Phone	Years Known	Personal	Prof.
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

**Please list all company names that you have contacted on your own within the last 60 days.**

1.	2.	3.
4.	5.	6.

1. Do you have adequate transportation to a job site?  Yes  No If no, explain: \_\_\_\_\_
2. Desired hrs/week: DAYS (check): M T W Th F Wknds.  O/T  Days  Evenings
3. Is there anything that would keep you from attending work during a regularly scheduled work week? Yes No If yes, explain: \_\_\_\_\_
4. Date Available\_\_\_\_\_. Available on short notice? Yes No
5. Is this a "Confidential" job search? Yes No Are you presently employed? Yes No Where?\_\_\_\_\_
6. Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No
7. Are you eligible for Work Opportunity Tax Credit?  Yes  No  Not Sure
8. Are you bilingual?  Yes  No If yes, what language(s)?\_\_\_\_\_
9. Clothing preferred as part of a job-site? Casual Business Either
10. Have you been convicted of a crime? Yes No If yes, are you out on:  Parole  Own recognizance  On bail
11. Are there any felony charges pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Have you ever initiated an act of violence in your workplace? Yes\_\_\_\_\_ No\_\_\_\_\_ A "yes" answer will not necessarily disqualify you. Please explain any "yes" answer above fully so that individual circumstances can be considered. Use additional paper if needed.\_\_\_\_\_

13. Offers of employment may be predicated on passing a medical exam depending upon the assignment and company/client policy where placed. Acceptable Unacceptable
14. Are you willing to take a drug test at the time you are offered an assignment if it is job-related and/or safety related? Yes No
15. Do you prefer:  Lots of public contact.  Some, but not constant.  A quiet corner is best.
16. Are you willing to wear safety equipment? Yes No If no, please explain: \_\_\_\_\_
17. List any machinery or equipment you are able to operate: \_\_\_\_\_ Fill out or Ask for our mach/eq list.

**Do you understand that we do not guarantee job placement?** Yes No (If No, explain)

EMPLOYMENT HISTORY			
(begin with your most recent job, if you need additional space, please attach pages.)			
Dates	Employer/Address Phone	Specific Duties	Supervisor/Reason for Leaving

I hereby certify that the answers given by me to this questionnaire are true and correct to the best of my knowledge and belief. False or incomplete information is grounds for dismissal. I authorize investigation of all statements made in this document and give authorization for LINK Business & Personnel Services staff to contact any previous employer or reference(s) concerning employment (including former employers, schools, credit reporting sources and law enforcement agencies).

The undersigned understands that if he/she is employed by LINK to perform assignment(s), no wages will be accepted directly from the Client/Company to which work assignment(s) are made for a period of a minimum of one hundred eighty (180) days after **each** assignment is completed. Should the Client/Company request the undersigned to become permanently employed by their company, the Client/Company will purchase the undersigned's contract from LINK at an amount agreed upon between appropriate parties determined by wages paid the undersigned on a permanent basis. The undersigned agrees not to publish, disclose, or utilize any confidential information, including hourly wages paid, pertaining to LINK, acquired by reason of performing such services for the Client/Company. **LINK is an Equal Opportunity Employer.**

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

I understand and agree that nothing in the Employment Application creates, or is intended to create, a promise or representation of employment or continued employment. Employment with LINK is "At-Will"; employment may be terminated at the will of either LINK or me, with or without cause. My signature below certifies that I understand that the foregoing agreement including the At-Will status and is the sole and entire agreement between LINK and myself concerning the duration of my employment and the circumstances under which employment may occur with LINK. This agreement can be altered only by a document, in writing, signed by the owner or manager of LINK.

**I have read, understand and agree to the above terms:**

\_\_\_\_\_  
Signature of Applicant

Dated: \_\_\_\_\_

Use	
Intl	Date
1 2 3	G A F P