



APPLICATION FOR EMPLOYMENT

326 Deerfield Street, Greenfield, MA 01301
(413) 774-7847 Fax (413) 774-7264

Quality Staffing for Businesses... Today and Tomorrow

PLEASE PRINT

Name: _____ SS#: _____
Last, First M.I.

Address: _____
Street City State Zip Code

Phone:() _____ Alternate Phone:() _____ Email: _____

In the event of an emergency, the following person should be contacted:

Name _____ Phone Number(s) _____

Have you ever filed an application with Harmon Personnel Services? No Yes-When? _____

Have you ever been employed by Harmon Personnel Services? No Yes-When? _____

Are you legally eligible to work in this country? Yes No

Have you ever been discharged or suspended from any position of employment? Yes No

If Yes, Please Explain: _____

AVAILABILITY

CHECK TYPES OF WORK DESIRED: Clerical Retail Factory Laborer Other: _____

CHECK THE AREAS IN WHICH YOU ARE AVAILABLE FOR WORK:
Greenfield Area (including Turners Falls, Deerfield and surrounding towns) Northfield Amherst
Northampton Orange/Athol West County (Colrain, Shelburne, etc.) Brattleboro, VT Putney, VT

LENGTH OF AVAILABILITY:
Start _____ End _____
Short-term Long-term Temp-to-hire

AVAILABILITY:
SHIFTS: 1st 2nd 3rd 12 hr/Day 12hr/N DAYS: M-F Weekends
HOURS: FT Overtime PT: # of Hrs. _____ Days/Eves/Wkends

AUTHORIZATION & CONSENT

Some of our clients may require pre-employment drug or alcohol screening as a condition of placement at their job site.
(This does not automatically disqualify you from assignments with any other client.)

Do you wish to be considered for positions at these clients? Yes No

Some of our clients may require criminal history background screening as a condition of placement at their job site.
(This does not automatically disqualify you from assignments with any other client.)

Do you wish to be considered for positions at these clients? Yes No

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I certify that the information provided on this application is accurate and true. I understand that misrepresentation of facts will be due cause for termination. I authorize Harmon Personnel Services to verify the information provided herein, to contact previous employers for references, and to disclose the information herein to prospective clients. This will include the results of any pre-employment drug, alcohol or background screens.

Signature: _____ Date: _____

Harmon Personnel Services is an Equal Opportunity Employer.

EDUCATIONAL HISTORY

Level	School Name & Location	# Years Completed	Degree/Diploma	Major
High School or GED			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College and/or Post-Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business, Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other work-related courses / certificates			<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

Please list any other name(s) by which your employment record may be known: _____

Please list all employers, beginning with the most recent. Use an additional sheet if needed. You may include any work done on a volunteer basis. **Please note that each section must be completed, even when accompanied by a resume.**

Company Name: Street Address: City, State: Phone: Supervisor(s): May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: From _____ to _____ Position/Duties: Reason for leaving:
Company Name: Street Address: City, State: Phone: Supervisor(s): May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: From _____ to _____ Position/Duties: Reason for leaving:
Company Name: Street Address: City, State: Phone: Supervisor(s): May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: From _____ to _____ Position/Duties: Reason for leaving:

SKILLS: Please use a **single check mark** (✓) to indicate those skills in which you have on the job experience or **double check marks** (✓✓) to indicate a skill in which you have training or schooling.

Non-Clerical Skills		Clerical Skills		Software Skills
<input type="checkbox"/> Assembly <input type="checkbox"/> Carpentry <input type="checkbox"/> Cashier/Retail CDL: A ___ B ___ HAZ ___ <input type="checkbox"/> CNC <input type="checkbox"/> Factory <input type="checkbox"/> Food Services <input type="checkbox"/> Forklift <input type="checkbox"/> Janitorial <input type="checkbox"/> Laborer <input type="checkbox"/> Landscaping <input type="checkbox"/> Machine Op <input type="checkbox"/> Machinist	<input type="checkbox"/> Maintenance <input type="checkbox"/> Mechanic <input type="checkbox"/> Packing <input type="checkbox"/> Painting <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Quality Control <input type="checkbox"/> Retail Sales <input type="checkbox"/> Security <input type="checkbox"/> Shping/Rcving <input type="checkbox"/> Supervisor/Lead <input type="checkbox"/> Welder <input type="checkbox"/> Wood Working Other: _____	<input type="checkbox"/> 10-Key Calculator <input type="checkbox"/> A/P ___ A/R <input type="checkbox"/> Accounting ___ GL <input type="checkbox"/> Banking <input type="checkbox"/> Billing - Med or Ins <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Clerical Support <input type="checkbox"/> Collections <input type="checkbox"/> Customer Service <input type="checkbox"/> Data Entry <input type="checkbox"/> Educator <input type="checkbox"/> Graphic Design <input type="checkbox"/> Insurance	<input type="checkbox"/> Inventory <input type="checkbox"/> Legal <input type="checkbox"/> Management <input type="checkbox"/> Medical <input type="checkbox"/> Payroll <input type="checkbox"/> Proofreading <input type="checkbox"/> Reception <input type="checkbox"/> Sales/Mkting <input type="checkbox"/> Switchboard <input type="checkbox"/> Teller <input type="checkbox"/> Transcription <input type="checkbox"/> Typing Other: _____	<input type="checkbox"/> Access <input type="checkbox"/> ADP <input type="checkbox"/> Adobe PhotoShop <input type="checkbox"/> Auto CAD/CAM <input type="checkbox"/> Crystal Reports <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> DreamWeaver <input type="checkbox"/> Email ___ Internet <input type="checkbox"/> Excel/Lotus <input type="checkbox"/> Mac <input type="checkbox"/> Outlook <input type="checkbox"/> PageMaker <input type="checkbox"/> Peachtree ___ QuickBooks <input type="checkbox"/> PowerPoint <input type="checkbox"/> Quark <input type="checkbox"/> Word/WordPerfect Other: _____
Language Skills: Please list any languages, other than English, that you <input type="checkbox"/> read, <input type="checkbox"/> write or <input type="checkbox"/> speak fluently.				