

**Employment Application**  
**General Information**

**PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.**

Last Name		First		Middle Initial	Today's Date	
Street Address			City		State	Zip Code
Home Phone		Work Phone		Other Phone		
( )		( )		( )		
Work assignment applying for:		Type of work desired		Own Transportation? <input type="checkbox"/> No <input type="checkbox"/> Yes		Date Available
<input type="checkbox"/> Shipping <input type="checkbox"/> Customer Service		<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> seasonal		Shift Desired: <input type="checkbox"/> morning <input type="checkbox"/> day <input type="checkbox"/> night		
<input type="checkbox"/> Nursery <input type="checkbox"/> Office						
How did you learn of this vacancy (please list the specific employee, newspaper, web site, or other source)?						
Have you previously used any other names besides what is provided above? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify below:						
Are you over 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes						
Are you eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes If offered employment, you will be required to provide documentation to verify eligibility. See list on page three for possible documents.						
Are you now or have you ever been employed by TAS, Inc., Cottage Hill Nursery or CHFulfillment Services? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list the department and dates below:						
Please list any special skills or special training (not listed below) you have that qualifies you for this position:						

**Education**

High School Name		City	State	Highest Grade Completed: (circle)		
				1 2 3 4 5 6 7 8 9 10 11 12		
College and/or Technical School Name		City	State	Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
				If degree not earned, years completed:		
Major		Degree Earned		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Other Training or Degrees School Name			City	State		
Major			Degree Earned			
Have you ever been convicted of a crime other than a minor traffic offense (including during Military Service)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please ask for and complete conviction questionnaire.						
**A record of a criminal conviction will not necessarily bar you from employment**						

**Job Description:**

Attached is a job description of the general requirements of the position for which you are applying. Is there any reason you would not be physically able to perform those job duties in a manner safe for yourself and those around you?

No  Yes

If yes, explain:

**Employment History:** List current/last employer first, including U.S. Military service.

Employer Name	Address	City	State	Zip Code
Telephone No. ( )	Job Title		Supervisor's Name & Title	
Beginning Date	Ending Date	Beginning/Ending Salary	Reason for leaving:	

Summary of duties:

Employer Name	Address	City	State	Zip Code
Telephone No. ( )	Job Title		Supervisor's Name & Title	
Beginning Date	Ending Date	Beginning/Ending Salary	Reason for leaving:	

Summary of duties:

Employer Name	Address	City	State	Zip Code
Telephone No. ( )	Job Title		Supervisor's Name & Title	
Beginning Date	Ending Date	Beginning/Ending Salary	Reason for leaving:	

Summary of duties:

**Skills**  
List software in which you are proficient:

Second Languages (including Sign Language):

Language	Fluency					
	Written			Spoken		
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair

I hereby certify that all of the facts listed on this employment application are true and complete. I understand that any false, incomplete, or misleading information given by me on this application is sufficient cause for rejection of this application, and if employed, will be just cause for termination at any time. I view the acceptance of this application as an offer to employ and in view of the same, I further authorize the company to contact the Social Security Administration, any prior employer, physician, clinic, or consumer reporting agency as necessary to obtain verification of prior employers, or statements listed herein, or information necessary to verify my ability to perform any job offered for placement. I recognize TAS as my direct employer in the temporary co-employment situation, and in view of this, I hereby agree to hold any and all TAS clients or third party client customers harmless from any and all claims of any kind whatsoever as related to my temporary placement with their firm.

**MISREPRESENTATIONS AS TO PRE-EXISTING PHYSICAL AND MENTAL CONDITIONS MAY VOID YOUR WORKERS' COMPENSATION BENEFITS.**

Signature of Applicant:	Date:
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## LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
<b>Documents that Establish Both Identity and Employment Eligibility</b>	<b>Documents that Establish Identity</b>	<b>Documents that Establish Employment Eligibility</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)</li> <li>3. Certificate of Naturalization (<i>INS Form N-550 or N-570</i>)</li> <li>4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>INS Form I-94</i> indicating unexpired employment authorization</li> <li>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)</li> <li>6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>)</li> <li>7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>)</li> <li>8. Unexpired Reentry Permit (<i>INS Form I-327</i>)</li> <li>9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>)</li> <li>10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>)</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center; margin: 0;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>
	AND	<ol style="list-style-type: none"> <li>1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (<i>INS Form I-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)</li> <li>7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)</li> </ol>