

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION FOR DEMAND STAFF, INC.

- Provide as much information as possible.
- Use good spelling and grammar.
- Provide contact numbers for all previous employers.
- Complete the Consumer Investigation Authorization – this is required.

- Keep the “Summary of Your Rights...” pages.

Mail to:

**Demand Staff, Inc.
1 Texas St.
Brownwood, TX 76801**

Or, you may fax your application to 325-641-2503.

If you have questions regarding completing your application, you may contact us at 325-641-8583 or toll-free at 888-388-3928.



1 Texas St.
Brownwood, TX 76801
(325) 641-8583

118 N. 8th Ste. 101
Ballinger, TX 76821
(325) 365-9133

Employment Application

Last name First MI SS Number

Address City State Zip

1. Phone Number 2. Phone Number 3. Phone Number

I am available to work: Weekdays Weekends Full-time Part-time Days Nights

Temporary or Seasonal Permanent Only Both

1st shift 2nd shift 3rd shift Hours available: _____

What is your salary requirement? _____

Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the United States? Yes No
(Proof of ability to work will be required upon employment)

Have you ever been convicted of a felony? Yes No
If yes, give the nature of the offense, date of conviction, and penalty imposed.

Note: A conviction record will not necessarily exclude you from employment and will be considered only as it relates to the job.

I attest the information contained in the employment application is true to the best of my knowledge. I understand that any misrepresentations of facts, as stated or implied, given in my application, interview(s), or any other employment form, may be sufficient reason not to hire me or may be reason for dismissal.

I hereby consent to and authorize any former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with said former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release, indemnify, and hold harmless such former employer and Demand Staff, Inc., who requests the information, their affiliates and their agents, shareholders, directors and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

I understand Demand Staff, Inc. is an Equal Opportunity Employer and does not discriminate based on race, origin, gender, age, disability, veteran status, or religion.

I understand and agree that any and all disputes that may arise between Demand Staff, Inc., and me regarding my application for employment, Demand Staff, Inc.'s, employment of me or failure to employ me, and this agreement itself, first shall be submitted to non-binding mediation and if not resolved through mediation, then through binding arbitration in accordance with the Federal Arbitration Act, administered by JAMS/Endispute ("JAMS") in accordance with *JAMS Minimum Standards of Procedural Fairness for Employment Arbitration*, and under the *JAMS Arbitration Rules and Procedures for Employment Disputes* or any other recognized dispute resolution organization.

I hereby acknowledge I have read the above statements and I understand and accept them.

Signature Date

Date

Name

Employment History

List previous work experience beginning with your most recent employer. Please answer all questions completely.

OFFICE USE	Dates	May we contact your present employer?	
	From	Employer:	Type:
		Address:	
	to	Phone:	
		Supervisor:	
		Position:	Pay:
		Responsibilities:	
		Likes:	
		Dislikes:	
		Reason for Leaving:	
	Dates		
	From	Employer:	Type:
		Address:	
	to	Phone:	
		Supervisor:	
		Position:	Pay:
		Responsibilities:	
		Likes:	
		Dislikes:	
		Reason for Leaving:	
	Dates		
	From	Employer:	Type:
		Address:	
	to	Phone:	
		Supervisor:	
		Position:	Pay:
		Responsibilities:	
		Likes:	
		Dislikes:	
		Reason for Leaving:	

OFFICE USE	Dates			
	From	Employer:	Type:	
		Address:		
	to	Phone:		
		Supervisor:		
		Position:	Pay:	
		Responsibilities:		
		Likes:		
		Dislikes:		
		Reason for Leaving:		
		Dates		
	From	Employer:	Type:	
		Address:		
	to	Phone:		
		Supervisor:		
		Position:	Pay:	
		Responsibilities:		
		Likes:		
		Dislikes:		
		Reason for Leaving:		
		Dates		
	From	Employer:	Type:	
		Address:		
	to	Phone:		
		Supervisor:		
		Position:	Pay:	
		Responsibilities:		
	Likes:			
	Dislikes:			
	Reason for Leaving:			

Breaks in Employment Dates

Dates: _____	Reason: _____
Dates: _____	Reason: _____
Dates: _____	Reason: _____

Name _____

Date _____

Skills and Experience Evaluation Sheet

List the months of actual work experience you have and rate your aptitude in the following skills:

Skill: CLERICAL	How many months?	Rating Basic Inter Expert	Skill: CLER/IND	How many months?	Rating Basic Inter Expert	Skill: INDUSTRIAL	How many months?	Rating Basic Inter Expert
Mainframe		○ ○ ○	Telemarketing		○ ○ ○	Tire Repair		○ ○ ○
IBM P C		○ ○ ○	Fax		○ ○ ○	Backhoe		○ ○ ○
Macintosh		○ ○ ○	Copier		○ ○ ○	Dump Truck		○ ○ ○
Windows 98		○ ○ ○	Scanner		○ ○ ○	Front End Loader		○ ○ ○
WindowsNT		○ ○ ○	Transcriber		○ ○ ○	Bulldozer		○ ○ ○
Windows 2000		○ ○ ○	Postage Machine		○ ○ ○	Cement Truck		○ ○ ○
Windows XP		○ ○ ○	Acct Payable		○ ○ ○	Tractor		○ ○ ○
Unix		○ ○ ○	Acct Receivable		○ ○ ○	Demolition		○ ○ ○
Novell		○ ○ ○	Billing		○ ○ ○	Cement		○ ○ ○
MS Word		○ ○ ○	Bank Recon		○ ○ ○	Drywall Finishing		○ ○ ○
WordPerfect		○ ○ ○	Payroll		○ ○ ○	Acoustics		○ ○ ○
PowerPoint		○ ○ ○	Financial Stmtts		○ ○ ○	Brick Laying		○ ○ ○
MS Excel		○ ○ ○	Collating		○ ○ ○	Painting		○ ○ ○
Lotus		○ ○ ○	Customer Srvc		○ ○ ○	HVAC Install		○ ○ ○
QuattroPro		○ ○ ○	Data Entry		○ ○ ○	Framing		○ ○ ○
MS Access		○ ○ ○	Dictation		○ ○ ○	Construction Help		○ ○ ○
ACT!		○ ○ ○	Filing		○ ○ ○	MIG		○ ○ ○
Flash		○ ○ ○	Proofreading		○ ○ ○	TIG		○ ○ ○
Fireworks		○ ○ ○	Tech Writing		○ ○ ○	ARC		○ ○ ○
Dreamweaver		○ ○ ○	Transcription		○ ○ ○	CNC		○ ○ ○
PageMaker		○ ○ ○	Typing		○ ○ ○	Mill		○ ○ ○
MS Publisher		○ ○ ○	Shorthand		○ ○ ○	Lathe		○ ○ ○
Adobe Illustrator		○ ○ ○	10-Key		○ ○ ○	Punch Press		○ ○ ○
HarvardGraphics		○ ○ ○	Forklift		○ ○ ○	Tool & Die		○ ○ ○
QuarkXPress		○ ○ ○	Palette Jack		○ ○ ○	Oil Field		○ ○ ○
CorelDRAW		○ ○ ○	Assembly Line		○ ○ ○	Machine Op		○ ○ ○
FrontPage		○ ○ ○	Inventory		○ ○ ○	Facility Maint		○ ○ ○
MS Express		○ ○ ○	Ship & Receive		○ ○ ○	Roofing		○ ○ ○
Netscape		○ ○ ○	Manufacturing		○ ○ ○	Electrical		○ ○ ○
MS Explorer		○ ○ ○	Warehouse		○ ○ ○	Plumbing		○ ○ ○
Email		○ ○ ○	Purchasing		○ ○ ○	Carpentry		○ ○ ○
Adobe Acrobat		○ ○ ○	Quality Control		○ ○ ○	HVAC Maint		○ ○ ○
Quicken		○ ○ ○	Delivery		○ ○ ○	Mech Maint		○ ○ ○
QuickBooks		○ ○ ○	CDL		○ ○ ○	Pool Maint		○ ○ ○
Peachtree		○ ○ ○	HAZ MAT		○ ○ ○	Aircraft Mech		○ ○ ○
MAS 90		○ ○ ○	Bob Tail		○ ○ ○	Wrecker Driver		○ ○ ○
Wolfepak		○ ○ ○	Service Tech		○ ○ ○	Auto Mechanic		○ ○ ○
Medi-soft		○ ○ ○	Parts		○ ○ ○	Roustabout		○ ○ ○
Paradigm		○ ○ ○	Diesel Mech		○ ○ ○	Fabrication		○ ○ ○
Auto CAD		○ ○ ○	Body Tech		○ ○ ○	Sanitation		○ ○ ○
Multi-line Phone		○ ○ ○	Auto Painting		○ ○ ○			

Skill: GENERAL	How many months?	Rating			Skill: GENERAL	How many months?	Rating			Skill: GENERAL	How many months?	Rating		
		Basic	Inter	Expert			Basic	Inter	Expert			Basic	Inter	Expert
C.N.A.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electrical Engineer		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pressing		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
L.V.N.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mechanical Engineer		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Security		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R.N.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Civil Engineer		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tax Preparation		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D.O.N.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stylist		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Programming		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical Therapy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Beauty Op		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insurance		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Work		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Nail Technician		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Real Estate		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Psychiatric		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outside Sales		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legal Office		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pharmacy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Retail Sales		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Criminal Justice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Occupational Therapy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Product Demos		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Radio		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speech Therapy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Advertising		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Newspaper		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental Assistant		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Operations Management		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Greenhouse / Nursery		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radiology		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Human Resources		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Landscape Design		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab Tech		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Information Systems Mgmt		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grounds Maint		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phlebotomist		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teller		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pool Maint		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical Billing		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Loan Coordinator		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Floral Design		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Catering		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cashiering		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Feed Mill		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dish Washer		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Housekeeping		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Farm & Ranch		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food Server		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Janitorial		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Meat Cutting		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bussing		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Child Care		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Print Press		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cook		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teaching		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Flooring		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dietary		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Counseling		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fiberglass		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sewing		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dry Cleaning		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ammunition		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

List other skills and/or special qualifications you have that may qualify you for employment with Demand Staff.

Lifting Capabilities: 10-25 lbs. 25-50 lbs. 50-75 lbs. 75-100 lbs.

Education and Certifications					
OFFICE	Name	State	Graduated?		Degree
	HS		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	GED		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	College		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	College		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Trade		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Other		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Certifications:				

**CONSUMER CREDIT/INVESTIGATION REPORT
DISCLOSURE AND AUTHORIZATION**

In connection with your application for employment, or if you are offered employment, at any time during your employment, we may procure a consumer report or conduct an investigation of you as part of the process of considering your candidacy as an employee or as deemed necessary during your employment. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your employment or potential employment, before making the adverse decision, we will provide you with a copy of the report and a description of your rights under the law.

Please be advised that the investigative report may include among other things, information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting, among others, your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights outlined on the attached document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act" that is provided to you with this document.

By your signature below, you hereby authorize us to obtain a consumer report or conduct an investigation about you in order to consider you for employment, or if you are offered employment, for employment purposes anytime during your employment.

I consent to this investigation and authorize Demand Staff, Inc. to obtain a consumer credit or investigative report for employment purposes. I acknowledge that I have been provided with a summary of rights under the Fair Credit Reporting Act.

Full Name, Print or Type

Other Names Known By

Current Address

City, State, Zip Code

Driver's License Number

Current Telephone Number

State Issued

Social Security Number

Applicant's Signature

Date of Birth*

Date

*Date of Birth is necessary to verify criminal and driving history. (Note: The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.)

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

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- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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