



# PERSONNEL RECORD

Rev. 1/2009

## OFFICE USE ONLY

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

- Cx  Alternative Method
- Bilingual
- English
- AP  Clerical  Labor
- APP  APP
- Not APP  Not APP

Name \_\_\_\_\_

A RECORD OF CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR FOR EMPLOYMENT, SINCE THE COMPANY WILL CONSIDER FACTORS SUCH AS AGE, TIME OF THE OFFENSE, THE NATURE AND SERIOUSNESS OF THE VIOLATION, AND THE EVIDENCE OF REHABILITATION IN MAKING ANY EMPLOYMENT DECISION. HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN MINOR TRAFFIC VIOLATIONS?  YES  NO

IF YES, PLEASE COMPLETE \_\_\_\_\_  
 Date of Conviction \_\_\_\_\_ Court Location of Conviction \_\_\_\_\_

ARE YOU A SMOKER?  YES  NO IF YES, CAN YOU REFRAIN FROM SMOKING DURING WORK?  YES  NO

FAMILY DOCTOR'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

### CAN YOU THINK OF ANYTHING THAT MAY PROHIBIT YOU FROM WORKING?

YES  NO IF YES, EXPLAIN \_\_\_\_\_

### RYAN ALTERNATIVE STAFFING, INC. EMPLOYEE/APPLICANT DRUG TESTING AUTHORIZATION AND RELEASE

I understand that Ryan Alternative Staffing, Inc. is in the business of placing qualified employees on temporary assignments with its Clients. I further understand that some Clients have adopted policies requiring drug testing. If I desire to be considered for assignment with any such Client, I consent to undergoing drug screening tests as required under the Client's policy. It is my understanding that the drug screening tests which may be implemented are for the purpose of providing me with a safer work environment. Drug users not only endanger themselves, but also place their fellow co-workers at risk. I understand that if I am taking prescription medication(s) that may affect my job performance I must notify RAS, immediately prior to starting any assignment. Failure to report such information in a timely manner, for any reason, will result in disciplinary action up to and including discharge.

I understand that if I am involved in a reportable on-the-job accident, I will be sent for a drug test as soon as possible after the reported accident and after any appropriate medical attention has been received. In addition, I understand that if Ryan Alternative Staffing or its Client has reason to believe that a drug and/or alcohol problem exists, I consent to undergoing for-cause testing. Failure to submit to a timely post accident drug test for any reason will result in disciplinary action up to and including discharge.

In consideration for my employment, I hereby release Ryan Alternative Staffing, Inc., its Client, their respective parent, subsidiary and affiliate companies, and their employees, agents, and representatives from any and all liability arising with respect to such drug and/or alcohol tests. Furthermore, I release Ryan Alternative Staffing, Inc., its Client, their respective parent subsidiary and affiliate companies, and their employees, agents and representatives from any and all liability arising with respect to Ryan Alternative Staffing, Inc. its Client's use of the results of the drug and/or alcohol tests in making employment-related decisions. I agree to sign additional consent and/or release forms required by Ryan Alternative Staffing, Inc., its Client(s), or testing laboratory.

I understand that if I refuse to submit to any pre-assignment drug and/or alcohol tests, I will not be considered for placement on assignment with any such Client requiring pre-assignment testing. I also understand that if any such tests indicate the presence of any illicit drugs or controlled substances or such other substances prohibited by Ryan Alternative Staffing, Inc., or its Client, I will immediately be released from my assignment with such Client and termination from my employment with Ryan Alternative Staffing, Inc.

I understand and acknowledge that my continued employment with either Ryan Alternative Staffing, Inc. and/or its Clients is specifically conditioned upon a negative drug test result. I understand that failure to pass any drug screening test required by Ryan Alternative Staffing, Inc., and/or its Clients is just cause for termination of my employment with Ryan Alternative Staffing, Inc. and/or its Clients.

I also understand that successfully completing a drug and/or alcohol test does not automatically guarantee employment as an assignment employee with Ryan Alternative Staffing, Inc. and does not guarantee placement on assignment with a particular Client.

The results of the employee's refusal to submit to the testing under this procedure may affect the employee's eligibility for compensation and benefits pursuant to 4123 of the Revised Code and the Ohio Workers' Compensation Programs.

By signing this form, I hereby authorize and consent to drug and/or alcohol testing. I also authorize and consent to the release of the results of such drug and/or alcohol test to appropriate employees of both Ryan Alternative Staffing, Inc., and its Client. In addition, I herein authorize Ryan Alternative Staffing to release this information to the Ohio Bureau of Employment Services, the Ohio Bureau of Workers Compensation, the State of Pennsylvania and its agencies including but not limited to the Mercer County Job Center and office of Employment Security or in evidence in any claim for benefits I may file with those agencies.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed By \_\_\_\_\_ Date \_\_\_\_\_

## AUTHORIZATION FOR DRUG TEST CHARGE

I hereby agree to pay Ryan Alternative Staffing, Inc., for drug test charges under the following conditions:

- **Voluntary quit on an assignment working less than 160 cumulative hours,**
- **No show on a scheduled assignment,**
- **Terminated from an assignment because of attendance, safety violations, attitude, and/or work performance,**
- **Positive drug screen,**
- **Walk off a scheduled assignment**

I understand that the drug test charge will be a total of \$35.00/negative test result and an additional \$50.00/positive test result (totaling \$85.00). A copy of release will serve as an original that will be kept on file in your personnel record.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ryan Alternative Staffing, Inc.

\_\_\_\_\_  
Date

## AUTHORIZATION FOR THE RELEASE OF RECORDS

I \_\_\_\_\_ do hereby grant permission to Ryan Staffing, and/or its authorized agents to conduct an investigation into my background for employment purposes. I further declare that all information contained in my resume and employment application is true. If said information is found to be false, I understand that this is just cause not to further consider my application for employment. I also understand that if I am employed by Ryan Staffing, and the information contained in my application packet is later to be found false that this shall be grounds for termination of my employment.

I do hereby release and hold harmless Ryan Staffing, and/or its authorized agents, from any and all liability concerning this background investigation and from obtaining information regarding my application for employment. I further release Ryan Staffing, and/or its authorized agents from any and all claims, and/or causes of action that I may have in the event that I am not employed by Ryan Staffing. If I am employed by Ryan Staffing, I further understand that I release and hold harmless Ryan Staffing from any claim resulting from information found to have been falsified on my resume or application.

I do hereby authorize the release from any person, company, and/or agency truthful and factual information that they may have in their possession including but not limited to: employment history, discipline, work habits, credit records, driving records, workman's compensation claims, criminal history, education records and any other information that Ryan Staffing or its authorized agents requests.

I further do hereby release and hold harmless from any and all liability any person, company, and/or agency releasing information about myself including but not limited to work history, credit, criminal background, driving records, and/or any and all personal information about myself to Ryan Staffing for the purpose of a pre-employment background investigation.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
County

( )

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## I understand and agree

- a. That any misrepresentation (including omission of information) by me in this application will be sufficient cause for cancellation of the application and/or separation from RAS if I have been employed.
- b. I understand that this application will be given every consideration, but it is not a promise of employment. I understand that, if hired, my employment will not be for a definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and RAS has the same right. No one other than the President of RAS has authority to modify this relationship or to make any agreement to the contrary.
- c. That I will not disclose, publish, or utilize any confidential information of RAS or RAS's clients where I am sent to work.
- d. I understand and agree that I must contact/inquire with Ryan Alternative Staffing, Inc. for available work upon the conclusion of a work assignment as a condition of my employment. If suitable work assignments are available with Ryan Alternative Staffing, Inc. upon the conclusion of a work assignment and I fail to inquire about another work assignment within 24hours. I am not eligible for work because I have quit.
- e. You are required to call in on a weekly basis when you are available for work. You are required to update your application every 12 months of your initial application date. You are required to notify Ryan Staffing of any address or telephone number changes within three business days so that you can be contacted for work assignments. I understand that if I fail to meet any of these requirements I will be considered to have quit my employment with Ryan Alternative Staffing, Inc.
- f. That I am not required to answer any questions in this application that I believe would deny me equal employment opportunity.
- g. I understand that RAS reserves the right to require me to submit to a medical examination (including a drug or alcohol screen), to the extent permitted by law, prior to employment and any time during my employment, if I am hired. I understand that RAS may investigate my criminal record and make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends and others with whom I am acquainted. I understand I have the right to make a written request for more detailed information concerning the nature and scope of any investigation consumer report.
- h. I understand that RAS may contact my previous employers and I authorize those employers to disclose to RAS all records pertaining to my employment with them and release and hold harmless RAS, my former employers, and others who may give RAS references or background information.
- i. I agree not to accept any full time offer of employment from a Ryan client without first obtaining written permission or to be transferred to the payroll of a different staffing service or employee leasing company and continue working at any of the customers locations or facilities.
- j. I agree to reimburse RAS for any overpayment made for any reason due to hours being processed incorrectly.
- k. I understand that forgery and fraud are criminal offenses and that RAS will prosecute these.
- l. You are required to call in on a weekly basis when you are available for work. If we don't hear from you, your employment will be considered severed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SEPARATION, PLACEMENT AND TERMINATION OF EMPLOYMENT POLICIES OF RYAN ALTERNATIVE STAFFING, INC.

### Starting Wage Policy:

Ryan Alternative Staffing, Inc. services a diverse client base. These clients provide a variety of positions that require different levels of skill and have different physical restrictions. As a result, Ryan Alternative Staffing, Inc. offers positions that have different starting hourly rates of pay.

In that often times our clients hire Ryan Staffing employees to fill their full-time positions, we encourage all applicants to be as flexible as possible pertaining to an acceptable starting wage. In short, the more restrictions you place on our ability to find you a position for which you are qualified, the harder it will be to get you started working.

I understand this policy and I am willing to accept positions that I am qualified for that have a starting hourly pay rate of \$\_\_\_/hour or higher. \_\_\_\_\_(initial)

### Unemployment Benefits Policy:

I understand and agree that I must contact/inquire with Ryan Alternative Staffing, Inc. for available work upon the conclusion of a work assignment as a condition of my employment. If suitable work assignments are available with Ryan Alternative Staffing, Inc. upon the conclusion of a work assignment and I fail to inquire about another work assignment within 24 hours, I am not eligible for work because I have quit. \_\_\_\_\_(initial)

### Termination from Employment with Ryan Alternative Staffing , Inc.

The following list represents offenses that will result in the immediate termination of your employment with Ryan Alternative Staffing, Inc.:

1. Misrepresentation or omission of information on your application for employment and other related documents.
2. Refusal to submit to drug testing under the company's policy; or having a positive result from a mandated drug test required by the company under its drug testing policy.
3. Failure to comply with the safety rules of Ryan Alternative Staffing, Inc. or its clients.
4. Fighting while on the premises of Ryan Staffing or its client locations.
5. Theft of any sort from Ryan Staffing, its clients or other coworkers.
6. Insubordinate behavior directed towards the staff of Ryan Staffing or its clients including but not limited to the use of profanity or abusive language, a refusal to perform a job duty, or failure to cooperate in the investigation of any matter pertaining to Ryan Staffing or its client's business.
7. Providing forged or fraudulent information on timecards, timesheets, etc. that results in the overpayment of wages.
8. Consuming, being under the influence, or being in the possession of alcohol, or illegal non-prescribed narcotics on the premises of Ryan Staffing or its clients.

I understand that violation of the above listed work rules is grounds for immediate termination from Ryan Alternative Staffing Inc. and that Ryan Staffing reserves the right to modify or change this list without notice. \_\_\_\_\_(initial)

You are required to call in on a weekly basis when you are available for work. You are required to update your application every 12 months of your initial application date. You are required to notify Ryan Staffing of any address or telephone number changes within three business days so that you can be contacted for work assignments.

I understand that if I fail to meet any of these requirements I will be considered to have quit my employment with Ryan Alternative Staffing, Inc. \_\_\_\_\_(initial)

I understand and agree that if suitable work is available, I am required to accept such jobs as a condition of my employment. In its determination of suitable work, Ryan Staffing will rely on information provided at the time of application and your past work history. I understand that my refusal to accept two bona-fide job offers within a six-month time period will cause my employment with Ryan Alternative Staffing, Inc. to be terminated effective immediately. \_\_\_\_\_(initial)

I understand and agree to abide by the Separation, Placement, and Termination Policies of Ryan Alternative Staffing, Inc. I understand that acceptance of these policies does not constitute a promise of employment. \_\_\_\_\_(initial)

I acknowledge that I have received a copy of these policies prior to starting work with Ryan Alternative Staffing, Inc.

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Applicant

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Date

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RAS Representative

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Date

# EMPLOYEE PREFERENCES

**What type of work are you most interested in?**  
 (Check YES if interested; Check NO if not interested)

<b>LIFTING</b>		<b>WORK PREFERENCES</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TASK PREFERENCE**

<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Is there a particular position or company you are looking to work with?

Yes  No

If yes, where? \_\_\_\_\_

## EMERGENCY CONTACT

Name \_\_\_\_\_

Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Do you have any additional skills, certificates, etc. that could benefit your job placement? If yes, explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever worked for a temporary service before:  Yes  No

If yes, who did you work for? \_\_\_\_\_

With what company? \_\_\_\_\_ When? \_\_\_ / \_\_\_

Have you ever applied at any Ryan Staffing location:  Yes  No If yes, which one? \_\_\_\_\_

## TEST SCORES (OFFICE USE ONLY)

<p style="text-align: center;"><b>Clerical</b></p> <p>General: Math _____</p> <p>Spelling _____</p> <p>Filing _____</p> <p>Software _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Keyboard: 10-Key _____ KS/ _____-%</p> <p>Numeric Data Entry _____ KS/ _____-%</p> <p>Alpha Numeric Data Entry _____ KS/ _____-%</p> <p>Type _____ WPM/ _____-%</p>	<p style="text-align: center;"><b>Labor</b></p> <p>Client Specific _____</p> <p>_____</p> <p>Dexterity _____, _____, _____, _____</p> <p>Fraction/Decimal _____</p> <p>Matching _____</p> <p>Math _____</p> <p>Measurement _____</p> <p style="text-align: center;"><b>Forms/Procedures Completed</b></p> <p>Drug Test YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Background Check YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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