



# Top Notch Personnel

## Employment Application

*NOTE: This application must be completed in enough detail to allow comprehensive review and evaluation of your qualifications for any position with Top Notch Personnel. All applications for must be complete, dated and signed. We are excited to partner with you in your career goals and job search!*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Days Available to work:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Shifts Available:  1st Shift (Day)  2nd Shift (Evening)  3rd Shift (Overnights)

How many hours can you work weekly? \_\_\_\_\_

When are you available to start? \_\_\_\_\_

Employment Desired:

Full Time Only  Part Time Only  Full or Part Time

If hired, are you able to provide evidence of your legal right to work in the United States?  YES  NO

If hired, are you willing to submit to a controlled substance test?  YES  NO

If hired, are you willing to submit to a background check?  YES  NO

*Note: Top Notch Personnel, LLC complies with all ADA regulations and considers all reasonable accommodation measures that may be necessary for eligible applicants or employees to perform the essential functions of their position. Candidates of Top Notch Personnel, LLC may be required to submit to aptitude assessments based on the positions for which they are applying.*

If hired, are you able to perform the essential functions of the job for which you are applying with or without reasonable

Accommodation? If no, describe what accommodations would be necessary?  YES  NO

### EDUCATION

TYPE	INSTITUTION NAME	CITY, STATE, & ZIP	NO. OF YEARS COMPLETED	MAJOR OR DEGREE
High School				
College				
Other				

## WORK EXPERIENCE

<b>1. NAME OF EMPLOYER:</b>	PHONE NUMBER:	EMPLOYMENT DATES	SALARY
COMPLETE ADDRESS:		FROM:	START:
		TO:	FINISH:
NAME OF SUPERVISOR:	MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR LAST JOB TITLE	
REASON FOR LEAVING (PLEASE BE SPECIFIC)			
<b>PLEASE LIST ANY INFORMATION YOU FEEL WE MAY NEED TO KNOW ABOUT YOUR POSITION WITH THIS COMPANY, SUCCESS AND ACCOMPLISHMENTS</b>			
<b>2. NAME OF EMPLOYER:</b>	PHONE NUMBER:	EMPLOYMENT DATES	SALARY
COMPLETE ADDRESS:		FROM:	START:
		TO:	FINISH:
NAME OF SUPERVISOR:	MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR LAST JOB TITLE	
REASON FOR LEAVING (PLEASE BE SPECIFIC)			
<b>PLEASE LIST ANY INFORMATION YOU FEEL WE MAY NEED TO KNOW ABOUT YOUR POSITION WITH THIS COMPANY, SUCCESS AND ACCOMPLISHMENTS</b>			
<b>3. NAME OF EMPLOYER:</b>	PHONE NUMBER:	EMPLOYMENT DATES	SALARY
COMPLETE ADDRESS:		FROM:	START:
		TO:	FINISH:
NAME OF SUPERVISOR:	MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR LAST JOB TITLE	
REASON FOR LEAVING (PLEASE BE SPECIFIC)			
<b>PLEASE LIST ANY INFORMATION YOU FEEL WE MAY NEED TO KNOW ABOUT YOUR POSITION WITH THIS COMPANY, SUCCESS AND ACCOMPLISHMENTS</b>			

**READ CAREFULLY:** I certify that the information I provided in this application is correct to the best of my knowledge and understand that any misrepresentation or omission of information may result in denial of employment or discharge.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL INFORMATION**

**Awards and Certifications**

*Please list any awards or certifications that may have direct impact on the position for which you are applying.*

1	
2	
3	
4	
5	

**Professional References**

1.	Name: _____	Telephone: _____
	Company: _____	Years Known: _____
2.	Name: _____	Telephone: _____
	Company: _____	Years Known: _____
3.	Name: _____	Telephone: _____
	Company: _____	Years Known: _____

**Additional Information**

*Please use this space for any additional information:*

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**PLEASE READ CAREFULLY**

In consideration of my job application by Top Notch Personnel, LLC, (herein after called the Company) I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position I may be placed by the Company, regardless of the contents of employee handbooks, personnel manuals, benefit plans or policy statements and the like as they may exist from time to time, or other Company practices, none shall serve to create an actual or implied contract of employment. Likewise it will not confer any right to remain an employee of Top Notch Personnel, LLC, or to change in any respect the employment-at-will relationship between it and the undersigned. The relationship cannot be altered except by a written instrument signed by the President or General Manager of the Company. Both the undersigned and Top Notch Personnel, LLC may end the employment relationship at any time without notice or specified reason.

I authorize Top Notch Personnel, LLC, to conduct any investigation necessary, of all statements contained in this application. I understand that any deliberate misrepresentation or omission of facts that were requested on this application is cause for dismissal at any time without any previous notice. I hereby give the Top Notch Personnel, LLC permission to contact schools, previous employers (unless otherwise indicated), and references. I hereby release the company from any and all liability as a result of such contact.

I understand that:

- 1) I understand that Top Notch Personnel, LLC may require a background and drug/alcohol screening after I am hired to comply with client requirements.
- 2) It is required to consent to and comply with these policies and it is a condition of my employment.
- 3) Continued employment is based on the successful passing of testing under these policies.
- 4) I understand that my employment with Top Notch Personnel, LLC is At-Will.

I understand that, my employment with the Company shall be probationary for period of (180) days and that at any time during the probationary period or thereafter, my employment relationship with the Company or the Company's client is terminable at any time with or without cause by either party.

I understand that Top Notch Personnel, LLC, incurs substantial cost for recruiting, screening, administrative, marketing and establishing business in connection with assigned personnel. I agree that I will always abide by Top Notch Personnel, LLC, policies, procedures, and non-compete agreements. I will not break Confidentiality agreements, non-disclosure agreements, or disclose any business or trade secrets. Further documentation may be required to be signed with client placement location to comply with their requirements.

***Thank you for completing this application and for your interest in Top Notch Personnel, LLC!***

**Disclaimer: EEO It is the policy of Top Notch Personnel, LLC to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such in race, color, religion, gender, national origin, age, disability or veteran status.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

