

Compass Point Labor Management

3950 Lake Michigan Drive NW, Walker, MI 49534-7815

“Compass Point” refers to Compass Point Labor Management, its affiliates, subsidiaries and operating divisions.

An EEO Employer Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Application for Employment - Please print and answer all questions. Include any supplemental information that you feel would be helpful in consideration of your qualifications. If you need additional space, please request additional sheets from the office staff.

Date _____ Last name _____ First name _____ MI _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Message/Alternate Phone Number _____

Email Address _____

Position applied for: Clerical/Office Light Industrial Warehouse

Are you at least 18 years of age? Yes No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

What type of temporary employment would you consider: full-time part-time any

Are you interested in “temp-to-hire” opportunities? Yes No

I am available to work the following days/hours:

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Avail							

What is your shift preference: 1st 2nd 3rd am rotating crew pm rotating crew

Have you ever been convicted of, or pled guilty or no contest with respect to a felony? Yes No

Are there any felony charges pending against you now? Yes No

If yes, please describe conditions. _____

(a record of conviction will not necessarily bar you from employment)

Education

School Name and Location	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Clerical

- typing _____ wpm
- 10-key _____ kph
- multi line phones

Computer Skills

- Microsoft Word
- Microsoft Excel
- Access (database)
- Outlook (email)
- Microsoft Powerpoint
- Visio/Org Chart

Other job-related training, skills, languages, or software knowledge that may be a benefit:

Were there any periods of unemployment in the last two years? Yes No

If yes, what did you do in that time period? _____

Reference: You must give at least two references and they must be work related.

Reference Name	Relationship	Company Name	Contact Phone

Employment History - List all previous employment. Begin with most recent position. Include US Military and volunteer experience also.

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Most Recent Supervisor _____

May we contact this employer/supervisor? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Most Recent Supervisor _____

May we contact this employer/supervisor? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Most Recent Supervisor _____

May we contact this employer/supervisor? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Most Recent Supervisor _____

May we contact this employer/supervisor? Yes No

Responsibilities _____

Reason for leaving _____

Applicant's Certification and Agreement

Please read carefully and sign.

Certification of Truthfulness. I certify that the information I have supplied is true and correct. I understand and agree that any deliberate falsification, misrepresentations, or omissions of fact may be grounds to rejection of my application and/or dismissal from subsequent employment by Compass Point.

Authorization for Release of Information. I hereby authorize all my previous employers or references to furnish any information concerning my employment and education experience and records, including disclosure of disciplinary matters, and I waive written or other notice of any such disclosure. I hereby release all such persons from liability of damages incurred as a result of any such inquiry and/or the furnishing of any such information.

I agree that except as prohibited by statute Compass Point may, during or after my employment, disclose or discuss any information or opinions relating to me or my employment to employees of Compass Point or to third parties. I waive written or other notice of any such disclosure (including disclosure of disciplinary matters), and I release and promise not to make any claims against Compass Point (or its employees, directors, owners or agents) relating to any such disclosure or discussion.

Employment Obligation. If I am hired, I agree to abide by all rules, regulations and policies of Compass Point, including any changes made at any time Compass Point may determine. I will wear or use all Personal Protective Equipment as required by Compass Point or any client company to comply with Federal and State safety standards. I understand that no offer of compensation or benefits, such as, but not limited to pension plan, insurance, vacation, or salary rate is final until it has been reviewed by Compass Point and fully approved by designated, authorized company representatives on the appropriate personnel action form. I further understand and agree that Compass Point has the right to amend the terms and conditions of my employment at any time.

Employment at Will. Employment by Compass Point is terminable at the will of either me or the company at any time and without cause or notice. This at will employment status can be changed only in writing and only by Compass Point's owner.

Authorization to Work. Any offer of employment to me will be subject to verification that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

Limitation on Claims. I agree that any action or suit against Compass Point arising out of my employment, including but not limited to claims arising under Federal or State civil rights statutes will be forever barred if they are not brought within the earlier of either: a) 180 days of the event giving rise to the claim; or b) such shorter time limit as may be provided by the relevant statute of limitations; or c) with respect to a claim rising under the Federal Civil Rights Act of 1964 within 270 days of the event giving rise to the claim.

Need for Accommodation. If I am a disabled individual who requires an accommodation to perform the job, I must notify Compass Point of that need within 182 days after I knew of reasonable should have known that an accommodation was needed. I recognize that my failure to do so will relieve Compass Point of any obligation to accommodate a disability, which is unknown to it.

Release of Medical Information. I authorize every medical doctor, physician or other health care provider to provide any and all information in their possession or under their control, relating to my previous health history or employment in connection with any examination, consultation, test or evaluation, including but not limited to, all medical reports, laboratory reports, X-rays or clinical abstracts. I hereby release from any and all liability every medical doctor, health care provider and every other person, firm, office, corporation, association, organization or institution, which shall comply with the authorization or request, made in this respect. I understand that this release will not be sent to my physician or to any other health care provider until a job offer has been made to me, which offer may or may not be contingent upon my medical/physical suitability for employment.

Physical Exam and Drug/Alcohol Testing. I agree to take a physical examination if/when Compass Point so requests and I authorize Compass Point or its designated agent(s) to withdraw a specimen(s) of my blood, breath, urine, oral fluid or hair for chemical analysis. One purpose of this analysis is to determine or exclude the presence of illicit drugs or other substances. I understand that decisions concerning my employment will be made as a result of such test(s). I further understand Compass Point reserves the right at any time to administer testing procedures to employees in accordance with policy to detect the presence of drugs or alcohol in the body. I waive and release and promise not to make any claims against Compass Point (or any testing agency retained by it), or their employees, directors, owners and agents relating to any such testing, or relating to decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

I have read and understand the items set forth above and I agree that these terms and conditions apply to my application for employment with Compass Point and to any employment offered by Compass Point.

Applicants Signature: _____ **Date:** _____