

Compass Point Labor Management and Staffing Pre-Screen Questionnaire

Thank you for submitting your resume for consideration of temporary employment opportunities with Compass Point Labor Management and Staffing. We would like to learn a little more about you and your qualifications as they pertain to temporary employment opportunities with our company. Please take a few minutes to complete the Pre-Screen Questionnaire below. After we have had a chance to review the information below, we will contact you regarding your status.

This version of the questionnaire has been designed for you to print and hand write responses. Please make sure that you print clearly so I can read your answers.

Date: _____
 Name: _____ Phone Number _____
 Address: _____
 Email Address: _____

Have you done temporary work before? Yes No
 Name of temp agency: _____ Company assigned/placed in: _____
 Position worked: _____ Length of assignment: _____
 Reason not working there anymore: _____

Name of temp agency: _____ Company assigned/placed in: _____
 Position worked: _____ Length of assignment: _____
 Reason not working there anymore: _____

Did you like temporary work? Yes No

Why are you interested in doing temporary work? _____

What type of temporary work are you most interested in?
 light industrial warehouse office/clerical Other _____

How many total years experience do you have in your area of interest?
 _____ total years in light industrial/production
 _____ total years in warehouse
 _____ total years in office/clerical _____ total years in other

Do you have any job experience, **in your area of interest**, not listed on your resume? Please give details:

Name of Company _____ Position Held _____
 Years in Position _____ Reason you left company _____
 Responsibilities/Duties/Skills acquired while working: _____

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 Years in Position _____ Reason you left company _____
 Responsibilities/Duties/Skills acquired while working: _____

Approximately how many hours would you like to work per week? _____
 Mark the days and times available below:

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Avail							

Are you willing to travel to get to work? Yes No How far? _____ (miles radius)

How will you get to work?

Own car Bus line Car pool Bicycle Walk Taxi

Do you have a high school diploma or equivalent? Yes No

Do you have any other coursework/seminar/workshops or certification that would be applicable to your area of interest?
Please list _____

What is the minimum wage that you would accept? \$ _____ per hour

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

Do you have any felony charges pending against you now? Yes No
(Please explain any yes answer)

To send this questionnaire back to Compass Point:

- 1) Please send the completed questionnaire back to me via email or fax
 - a. Email address: beth@compasspointstaffing.com
 - b. Fax number: 616-453-0370 Attn: Recruiting

Please remember that every day we receive many applications, resumes and other types of inquiries regarding employment. We do not want to rush our review of your information, so please be patient.