



EMPLOYMENT APPLICATION

It is the policy of Sci-Tek Staffing to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Job Position Applying For: _____ **Today's Date** _____

Applicant First Name: _____ **Last Name:** _____ **MI:** _____

Address: _____

City/State/Zip: _____

Daytime phone: _____ - _____ **Evening phone:** _____ - _____

Social Security Number: _____ - _____ - _____

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/Zip: _____

Daytime phone: _____ - _____ **Evening phone:** _____ - _____

Are you at least 18 years old? _____ **Yes** _____ **No**

Are you legally eligible for employment in the United States? _____ **Yes** _____ **No**

If you are offered employment, when would you be available to begin work? _____

How will you get to work? _____ **Driver's License Number:** _____

What state issued your license? _____

Have you had any moving violations within the last seven years? y/n Please describe _____

Are you able to perform the essential functions of the job position with or without reasonable accommodation? _____ **Yes** _____ **No**

What reasonable accommodation, if any, would you require?

(Note: We comply with ADA and consider reasonable accommodations measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Applicant Employment History: List your current or most recent employment first.

Employer Name: _____ **Job Title:** _____

Salary: _____ **Hour/Week/Year**

Dates of Employment (Month/Year): **From:** _____ **To:** _____

Supervisor Name: _____ **Telephone #:** _____ - _____

Address: _____

Job Duties: _____

Reason for Leaving: _____

Employer Name: _____ **Job Title:** _____

Salary: _____ **Hour/Week/Year**

Dates of Employment (Month/Year): **From:** _____ **To:** _____

Supervisor Name: _____ **Telephone #:** _____ - _____

Address: _____

Job Duties: _____

Reason for Leaving: _____

Employer Name: _____ Job Title: _____
 Salary: _____ Hour/Week/Year
 Dates of Employment (Month/Year): From: _____ To: _____
 Supervisor Name: _____ Telephone #: _____ - _____
 Address: _____
 Job Duties: _____
 Reason for Leaving: _____

Applicant's Education and Training: List your education and training.

High School Name and Address

Last Grade? ___ 9 ___ 10 ___ 11 ___ 12 Diplomas? ___ Yes ___ No

College Name and Address

Did you receive a degree? ___ Yes ___ No If yes, degree received: _____

Other Training (graduate, technical, vocational):

References: List any two people who would be willing to provide a reference for you.

Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Telephone #: _____ - _____	Telephone #: _____ - _____
Relationship: _____	Relationship: _____

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination.

I authorize Sci-Tek Staffing to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I understand that if employed, my employment will not be for any fixed period of time and may be terminated by me or the company at any time. I also understand and agree that I may be expected to work on a wide variety of job assignments in the area and agree to accept assignments for which I am qualified as they become available. I also understand my failure to report to work will indicate I have quit. I also agree to submit to a drug/alcohol screens as specified in Sci-Tek Staffing substance abuse policy.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

 APPLICANT SIGNATURE

 DATE

Release of Criminal Records

I, the undersigned, do hereby authorize Sci-Tek Staffing to examine any felony conviction on file in the counties in the State of California or any other states. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Conviction for Marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s) , when and where convicted and disposition of the case:

 Print Applicant's Name

 Signature

 Date

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however be considered.)

ACKNOWLEDGMENT OF HAZARD COMMUNICATION EMPLOYEE REQUIREMENTS

The employee is to comply with the following requirements before working with, or around, any chemical:

No employee should use, or work around, any chemical until the employee has received hazard communication training and is aware of the chemical hazards associated with the chemicals the employee will come into contact with.

- A. When working with a chemical that requires the wearing of personal protective equipment, the employee should wear such equipment.
- B. The employee is not to use any chemical until the employee has first reviewed that chemical's MSDS (Material Safety Data Sheet) in the location's MSDS Book.
- C. No employee is to use, or work around, any chemical until the employee has first received training in the proper use of emergency eye washes and emergency showers, where showers have been provided.
- D. The employee is warned that the wearing of contact lenses when working with chemicals increases the risk of eye injury if certain chemicals get into the eyes. For this reason the employee is advised that the wearing of contact lenses when working around chemicals is not permitted unless safety goggles or a full face shield is worn. The employee is further advised that if chemicals do get into the eye, and the employee is wearing contact lenses, the lenses should be removed from the eye after the initial washing out of the eye should be continued for an appropriate length of time.
- E. Please do not sign until you have completed the Hazardous Communication Training program video.

SIGNATURE OF EMPLOYEE

DATE

DRUG/ALCOHOL SCREEN AUTHORIZATION AND CONSENT

I hereby authorize and give full permission to have Sci-Tek Staffing clients and or their medical representative to send a specimen of my urine and or blood to a laboratory for screening test for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription.

I will hold all parties concerned harmless, meaning I will not sue or hold responsible for any alleged harm to me interfering with my obtaining a job or continuing employment of not submitting to the tests or as a result of the test. This includes, but not limited to, possible clerical or laboratory error.

This policy and authorization has been explained to me in a language I understand and told if I have any questions they will be answered about the test. I understand this is a legal binding document, which is binding because Sci-Tek Staffing is sending me for the examinations and paying for it.

I UNDERSTAND SCI-TEK STAFFING WILL REQUIRE A DRUG/ALCOHOL SCREEN TEST WHENEVER ON THE JOB ACCIDENT OR INJURY IS REPORTED IN ACCORDANCE WITH SCI-TEK STAFFING'S POLICY AND THIS AUTHORIZATION AND CONSENT.

SIGNATURE

DATE

PRINT NAME

COMPANY REPRESENTATIVE

DATE

PRINT NAME

EDUCATION VERIFICATION REQUEST FORM

Applicant's Name _____ Social Security Number _____ - _____ - _____

It is part of Sci-Tek Staffing hiring policy to verify all educational information provided by applicants. The above-named applicant reported an educational history with your institution. The specifics are written below. Please indicate by checking the appropriate box whether the following information is accurate (yes), or inaccurate (no).

Degree/Certification Completed: _____
Yes **No**

Major/Subject Studied: _____
Yes **No**

Year Completed Degree (College-Level only) _____
Yes **No**

Reported Grade Point Average _____

Comments _____

----- **Office use only** -----

Signature _____

Telephone Number _____

Policies and Procedures Checklist

I have a working telephone and my own transportation

I understand that I am expected to complete any job assignment I accept. If I do not complete the assignment, I have voluntarily quit my employment with Sci-Tek Staffing.

I understand that I am an employee of Sci-Tek Staffing and only I or Sci-Tek Staffing can terminate my employment. When an assignment ends, I must report to the Sci-Tek Staffing office for my next job assignment. Failure to call in available for work once a week will indicate that I have voluntarily quit my employment with Sci-Tek Staffing.

Sci-Tek Staffing has a very strict “NO DRUG POLICY”, and I have signed a consent form to submit to drug testing. I understand that my failure to comply with this agreement will be grounds for immediate termination.

I understand and will comply with Sci-Tek Staffing’s very strict “SEXUAL HARASSMENT POLICY” and a copy was give to me in the Sci-Tek Staffing orientation.

Unless special arrangements have been made, I understand Sci-Tek Staffing will not recognize or pay for any hours worked by an employee in the absence of an individual time card signed by both the client and the employee.

If for some unexpected reason, such as an emergency or illness, I cannot make it work or will be late, I will contact Sci-Tek Staffing as soon as possible so Sci-Tek can call the client and or find a replacement. My failure to do so may be grounds for dismissal or indicate that I have quit my employment with Sci-Tek Staffing.

If I sustain an injury on the job, I will inform the client and Sci-Tek Staffing immediately after the accident. Sci-Tek will coordinate with the client and myself the proper procedure for treatment and reporting of the accident.

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I understand and will comply with Sci-Tek Staffing’s safety rules and regulations and hazardous communication program explained to me in Sci-Tek Staffing orientation.

Sci-Tek Staffing pays it’s employees once a week. Our pay period starts on Monday and ends on Sunday. My check will be ready on Friday following the week worked.

I understand that in order to be paid in a timely manner, timecards must be turned in no later than 12:00 noon each Monday following the week worked.

I have read and fully understand the above statements regarding Sci-Tek Staffing’s policies and procedures and agree to the same. I understand that failure to comply with these policies and procedures could lead to my termination.

Applicant’s Signature _____ Date _____

Sci-Tek Staffing LLC Terms and Conditions

1. Sci-Tek Staffing shall provide Client with temporary personnel in accordance with Client's requests. These requests will be submitted to Sci-Tek Staffing by Client's responsible manager or designee. Sci-Tek Staffing shall furnish temporary personnel requested by the Client in return for Client's payment to Sci-Tek Staffing for services at agreed upon rates.
2. Sci-Tek Staffing shall use its best efforts to provide Sci-Tek Staffing employees to Client who have the qualifications to accomplish the task(s) as described by Client to Sci-Tek Staffing. Sci-Tek Staffing shall, to the extent it is within its reasonable control, provide Sci-Tek Staffing employees to Client on a full-time basis for the duration requested by the Client.
3. Sci-Tek Staffing shall provide Sci-Tek Staffing employees at the hourly rate agreed upon between the Client and Sci-Tek Staffing. In addition to such payment, Client agrees to reimburse Sci-Tek Staffing for travel and living expenses of Sci-Tek employees provided by Sci-Tek Staffing pursuant to this Agreement if such person's place of residence is greater than fifty (75) miles from the Client's location or the location requires overnight accommodations.
4. Client is aware that Sci-Tek Staffing must compensate its temporary employees on a weekly or similar basis concurrent with the performance of their services for the Client. Accordingly, INVOICES SHALL BE SUBMITTED BY SCI-TEK STAFFING ON A WEEKLY BASIS AND ARE DUE AND PAYABLE IMMEDIATELY UPON RECEIPT.
5. Sci-Tek Staffing assumes its legal obligation for its temporary employee's wages, benefits, payroll deductions, unemployment and worker's compensation insurance, as well as the employer's share of social security taxes. Client shall not be liable for any withholding taxes of Sci-Tek Staffing or Sci-Tek Staffing employees. At the Client's request, Sci-Tek Staffing shall provide evidence of compliance with such obligations, and Sci-Tek Staffing shall indemnify the Client for any liability arising from Sci-Tek Staffing's failure to discharge such obligations.
6. Sci-Tek Staffing shall provide appropriate personnel to coordinate the administrative requirements of Sci-Tek Staffing employees assigned under this Agreement and to communicate the terms, conditions, and benefits of employment with Sci-Tek Staffing employees.
7. The client shall provide Sci-Tek Staffing employees with a suitable workplace which complies with applicable safety and health standards, statute and ordinances, all necessary information, training, and safety equipment with respect to hazardous substances, and adequate instructions, assistance, supervision, and time to perform the services requested of them.
8. Sci-Tek Staffing employees shall perform services under the client's direction, control and supervision. Client is therefore responsible for the acts, errors, or omissions of Sci-Tek Staffing employees performing industrial, scientific, engineering, technical, professional, or similar services. Except for usual workers' compensation claims of Sci-Tek Staffing employees, for which Sci-Tek Staffing is responsible, Client shall be responsible for all claims, losses, expenses and liabilities, including personal injuries and property damages, related to the service provided by Sci-Tek Staffing employees for the Client, and Client shall maintain adequate general liability insurance for such claims, losses, expenses and liabilities.
9. Sci-Tek Staffing employees are not authorized to sign the name of Sci-Tek Staffing or the Client's name while on a Sci-Tek Staffing assignment.
10. Sci-Tek Staffing is an equal opportunity employer and refers all qualified personnel, regardless of their race, sex, color, religious creed, ancestry, national origin, physical handicap, age, or marital status. Client agrees and warrants that it will not reject Sci-Tek Staffing employees, or otherwise deem Sci-Tek Staffing employees unacceptable, or taken any other action for any reason prohibited by federal, state, or local laws including but not limiting to laws pertaining to employment discrimination. Client will indemnify and defend Sci-Tek Staffing with respect to any and all claims that Client took action in violation of federal, state, or local laws, including costs of suit, settlement and attorney's fees.
11. Client agrees not to employ either directly or indirectly, as an employee or contractor or otherwise, or to solicit the employment or services of, any Sci-Tek Staffing employees provided by Sci-Tek Staffing to Client hereunder during the term of this agreement and for the period of one (1) year after the completion of the last services provided by Sci-Tek Staffing to client without first giving Sci-Tek Staffing written notice of its intent to solicit or employ said person. Furthermore, Client agrees to pay an amount equal to thirty percent (30%) of the annual salary of each such Sci-Tek Staffing employee hired by, or whose services are contracted by, Client. The parties agree that is reasonable compensation to Sci-Tek Staffing for any person hired by, or whose services are contracted by, Client.
12. All confidential data relating to Client's business which is required to be submitted by Client to Sci-Tek Staffing pursuant to this agreement will be safeguarded to the extent that Sci-Tek Staffing possession or known to it, or rightfully obtained by Sci-Tek Staffing from third parties, Sci-Tek Staffing shall bear no responsibility for its disclosure of such data, inadvertent or otherwise. Any regarding Sci-Tek Staffing employees submitted by Sci-Tek Staffing responsibility for its disclosure of such data, inadvertent or otherwise. Any data regarding Sci-Tek Staffing employees submitted by Sci-Tek Staffing to client is highly confidential, shall not be disclosed to any third party, and shall be for the Client's use in evaluating its personal needs.
13. Sci-Tek Staffing shall not be liable to the Client for any failure to provide personal pursuant to this Agreement if such failure is due to any cause or condition beyond the control of Sci-Tek Staffing, and in any event, any liability of Sci-Tek Staffing for any reason with respect to the services to be performed by it or its employees shall be limited to the fees paid by Client under this Agreement. EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, SCI-TEK STAFFING SHALL NOT BE LIABLE TO CLIENT OR ANY HIRED PARTY FOR CONSEQUENTIAL DAMAGES, LOST PROFITS, OR THE LIKE UNDER ANY CIRCUMSTANCES, EVEN IF SCI-TEK STAFFING HAS BEEN ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES.
14. Sci-Tek Staffing and its employees disclaim any and all warranties and any responsibility for the failure of any equipment which they may utilize in connection with performance of their services.
15. This agreement shall, in all respects, be governed by the laws of the State of California. In the event any action is instituted by a party to enforce any of the terms and provisions contained herein, the prevailing party in such action shall be entitled to its reasonable attorney's fees and expenses.
16. BY ACCEPTING THE SERVICE OF SCI-TEK STAFFING EMPLOYEES, CLIENT AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT, WHICH TERMS AND CONDITIONS SHALL TAKE PRECEDENCE OVER CONTRARY TERMS AND CONDITIONS IN THE CLIENT'S PURCHASE ORDER ACKNOWLEDGEMENT.

Signature

Date

SCI-TEK STAFFING OFFICE SUPPPORT

PHYSICAL REQUIREMENTS & ESSENTIAL FUNCTIONS

Listed below are physical requirements referring to the jobs which you are applying for. If you are selected, it is likely you will be required to carry out the following functions. These physical requirements are essential functions of the job and are in addition to the skills, experience or other qualifications required to do the job(s) for which you have applied. Please consider each one carefully.

ARE YOU ABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT ACCOMODATION?

Circle Yes or No

1. Work an eight hour shift?
Yes No

2. Stand for up to eight hours during a single shift
Yes No

3. Sit for up to eight hours during a single shift?
Yes No

4. Type or work at a keyboard or typewriter for up to eight hours in a single shift?
Yes No

5. Reach to the top of a six foot filing cabinet if required?
Yes No

6. Read a video display terminal for up to eight hours during a single shift?
Yes No

7. Work a ten hour shift if required?
Yes No

8. Lift and/or carry up to 25 pounds regularly during a single shift?
Yes No

Applicant's Signature: _____ **Date:** _____

Office Administration Skills List

Please review carefully and choose the skills that apply to you

- Collating
 - Cust Ser Technical
 - Customer Service
 - Electronic Mail
 - Fax Machine
 - Filing Alpha
 - Filing Numeric
 - General Office Clerk
 - Good w/Figures
 - Inventory Clerk
 - Mail Room
 - Microfilming
 - Photocopying
 - Postage Meter
 - Proofreading
 - Telemarketing
 - Telex
-
- Heavy Typing 56-65+ WPM
 - Medium Typing 41-55 WPM
 - Light Typing 25-40 WPM
 - Correspondence
 - Forms
 - Labels
 - Legal Documents
 - Statistical
 - Technical Documents
-
- Chinese
 - French
 - German
 - Spanish
 - Other: _____
-
- Alpha
 - Numeric
 - IBM System 34
 - IBM System 36
 - Key Punch
 - Mainframe Computer
 - Spreadsheets
 - Reverse ten key
 - Ten Key By Sight
 - Ten Key By Touch
-
- Heavy 11-20 Lines
 - Medium 6-10 Lines
 - Light 1-5 Lines
 - AT&T
 - Call Director
 - Merlin
 - Mitel
 - Northern Telecom
 - PBX (Large Board)
 - PBX (Small Board)
 - ROLM
 - Toshiba
-
- Administrative Asst.
 - Advertising/PR
 - Construction
 - Corporate
 - Executive
 - Engineering
 - Finance
 - Insurance
 - Legal
 - Marketing
 - Medical
 - Office Manager
 - Paralegal
 - Human Resources
 - Sales Secretary
 - Secretary to CEO
 - Secretary to VP
 - Shorthand
 - Speedwriting
 - Transcription
 - Hospitality
 - Inbound Telemarketing
 - Marketing
 - Outbound Telemarketing
 - Retail

Computer Skills List

Please review carefully and choose the skills that apply to you

- Adobe Illustrator
 - Amipro
 - Access
 - Corel Draw
 - Corel Draw 3
 - Corel Draw 4
 - Corel Draw 5
 - Dbase
 - Decmate
 - Digital
 - Excel IBM
 - Excel MAC
 - Filemaker
 - Filemaker II/Pro
 - Freelance
 - Harvard Graphics
 - Hewlett Packard
 - Hypercard
 - Internet Skills Adv.
 - Lotus 1-2-3
 - Macintosh
 - MacDraw
 - Macpaint
 - Macwrite 1
 - Mailmerge
 - Mass II
 - Microsoft Word – IBM
 - Microsoft Word – MAC
 - MS Project
 - MS Exchange
 - NBI
 - Netscape Browser
 - Pagemaker
 - OS/2 Warp 4.3
 - Paradox
 - Peachtree
 - PFS File
 - PFS Write
 - PowerPoint
 - Quatro Pro
 - Quicken
 - Quickbooks - MAC
 - Quickbooks - PC
 - Superscale
 - Symphony
 - Unix
 - Ventura
 - Visicalc
 - Visio
 - Windows
 - Windows 95 (Beg)
 - Windows 95 (Adv)
 - Windows 97
 - WordPerfect
 - WordPerfect for Windows
 - Basic
 - C
 - Cobol
 - Data Processing Mgr.
 - Fortran
 - HTML Scripting
 - Novell Network Admin
 - Oracle
 - PASCAL
 - Systems Analyst
 - System Operator
 - UNIX/XENIX
 - Webpage Scripting
 - Other
-

LABORATORY SKILLS LIST

- | | |
|---|--|
| <input type="checkbox"/> AA | <input type="checkbox"/> Wet Chemistry |
| <input type="checkbox"/> Analytical Chemistry | <input type="checkbox"/> Microbiology |
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Water Sampling |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Molecular Biology |
| <input type="checkbox"/> Electrophoresis | <input type="checkbox"/> Enology |
| <input type="checkbox"/> Formulations | <input type="checkbox"/> Winemaking |
| <input type="checkbox"/> GG | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> HPLC | _____ |
| <input type="checkbox"/> ICP | _____ |
| <input type="checkbox"/> Immunology | _____ |
| <input type="checkbox"/> Lab Assistant | _____ |
| <input type="checkbox"/> Method's Development | _____ |
| <input type="checkbox"/> Pilot Plant | _____ |
| <input type="checkbox"/> QC | |
| <input type="checkbox"/> Research and Development | |
| <input type="checkbox"/> Scientific Data | |
| <input type="checkbox"/> Soil Sampling | |
| <input type="checkbox"/> Synthetic Chemistry | |
| <input type="checkbox"/> Tissue Culturing | |
| <input type="checkbox"/> Cell Culturing | |
| <input type="checkbox"/> Animal Science | |
| <input type="checkbox"/> Food Science | |
| <input type="checkbox"/> ELISA | |
| <input type="checkbox"/> GMP | |
| <input type="checkbox"/> SOP | |