



ABBREVIATED INTERVIEW PACKAGE

Interviewed by:	
Interview Date:	
Input By:	
Branch/Office:	
Add to Hot List?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pay Scale Rating	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C

Personal information:				
Mr, Miss, Mrs, Mr	First:	Middle:	Last:	Nickname:
Mailing Address:		City/State	Zip	County:
Home Address (if different):		City/State	Zip	County:
Contact Information:	Home:	Cell:	Emergency/Other	Email:
How did you hear about Albion?	<input type="checkbox"/> Friend	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Internet/Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Other (Specify)
Would you work in a smoking atmosphere?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Driving License?	DL Number DL State
Drug Test – Are you willing to take a Drugs Test?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If YES, please initial here	Don't forget to ask about Albion benefits which include: Paid Vacations, Direct Deposit, Paid Holidays, Referral Fees and many other benefits
Background search – Do you authorize?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If YES, please initial here	
Transportation:	<input type="checkbox"/> Always available	<input type="checkbox"/> Other		
Convictions: - Have you ever been convicted of a crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If YES, please explain	
You are not required nor will you be asked to report whether you have a sealed or expunged conviction or whether you have an arrest.				
Are you legally eligible to work in the USA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you previously worked for Albion?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?

This information is of a proprietary nature and is the property of Albion Staffing Solutions, Inc. It will not be released to any 3rd party.

I confirm that all of the information given above is true and accurate: ► _____

(Signature)

Communication:	<input type="checkbox"/> Difficult to understand	<input type="checkbox"/> Understandable	<input type="checkbox"/> Articulate	
Penmanship	<input type="checkbox"/> Sloppy	<input type="checkbox"/> Legible		
Composure	<input type="checkbox"/> Poor	<input type="checkbox"/> Rigid	<input type="checkbox"/> Agreeable	<input type="checkbox"/> Well composed
Grooming	<input type="checkbox"/> Inappropriate	<input type="checkbox"/> Sloppy/Untidy	<input type="checkbox"/> Neat/Clean	<input type="checkbox"/> Well Groomed
Speech	<input type="checkbox"/> Difficult to understand	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Clear	
Attire	<input type="checkbox"/> Inappropriate	<input type="checkbox"/> Casual	<input type="checkbox"/> Businesslike	<input type="checkbox"/> Professional

Interview Notes/Test Results

Internal Revenue (Form W-4)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Employment Eligibility Verification (Form I-9)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Drug and/or Alcohol Testing Consent Form (if required by the Albion Customer)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Background Investigation Release Form (if required by the Albion Customer)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Direct Deposit Form (Optional)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Headphone/Back Support Belt Form	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A