



**INTERVIEW PACKAGE – PAGE 1**

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:	
<b>Mailing Address:</b>		City/State	Zip	County:	
<b>Home Address (if different):</b>		City/State	Zip	County:	
<b>Interested in:</b> (Click as appropriate)	<input type="checkbox"/> Clerical	<input type="checkbox"/> Light Industrial	<input type="checkbox"/> Finance/Accounting	<input type="checkbox"/> Call Center	
			<input type="checkbox"/> Logistics/Forwarding	<input type="checkbox"/> Other (specify)	
<b>Type:</b> (Click as appropriate)	<input type="checkbox"/> Temp	<input type="checkbox"/> Temp-to-Hire	<input type="checkbox"/> Contract	<input type="checkbox"/> Career	
				<input type="checkbox"/> Other (Specify)	
<b>Contact Information:</b>	Home:	Cell:	Emergency/Other	Email:	
<b>How did you hear about Albion?</b>	<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)	
<b>Would you work in a smoking atmosphere?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>Lifting capacity:</b>	<input type="checkbox"/> Under 10lbs	
				<input type="checkbox"/> Under 25 lbs	
				<input type="checkbox"/> Under 50lbs	
				<input type="checkbox"/> Under 80lbs	
				<input type="checkbox"/> Over 80 lbs	
<b>Driving License?</b>	DL Number	DL State	<b>Don't forget to ask about Albion benefits which include: Paid Vacations, Direct Deposit, Paid Holidays, Referral Fees and many other benefits</b>		
<b>Drug Test</b> – Are you willing to take a Drugs Test?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			If YES, please initial here ▶
<b>Background search</b> – Do you authorize?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			If YES, please initial here ▶
<b>Convictions:</b> - Have you ever been convicted of a crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			If YES, please explain
<b>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.</b>					
<b>Bond</b> – Have you ever been bonded?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If YES, please give details when and where		
<b>Are you legally eligible to work in the USA?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>Have you previously worked for Albion?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
			If yes, when?		

**Availability:**

<b>First Date available:</b> / /	<b>Last Date Available:</b> / /	<b>Preferred # of hours per week:</b>	<b>Minimum wage sought:</b> \$/hour	<b>Maximum distance from work:</b> Miles
<b>Willing to work overtime?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Transportation:</b>	<input type="checkbox"/> Always available	<input type="checkbox"/> Advance notice req'd	<input type="checkbox"/> Need to car pool
		<input type="checkbox"/> Public Transport	<input type="checkbox"/> Other	
<b>Advance notice required:</b>	<input type="checkbox"/> Same day	<input type="checkbox"/> Next day	<input type="checkbox"/> 1 week	<input type="checkbox"/> 2 weeks
			<input type="checkbox"/> 3 weeks	
<b>Preferred Assignment:</b>	<input type="checkbox"/> Direct Hire	<input type="checkbox"/> Flexible	<input type="checkbox"/> Under 2 weeks	<input type="checkbox"/> Over 2 weeks
			<b>Are you a student?</b>	<b>Are you on lay-off/recall?</b>
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Shift Preference: (Please specify ANY, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Shift and/or AM or PM)</b>				
Mon:	Tues:	Wed:	Thu:	Fri:
				Sat:
				Sun:

**Pay Options:**

<b>Do you want Direct Deposit/Debit Card?</b> <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Debit Card <input type="checkbox"/> NO	If NO, do you want your check mailed or will you pick it up?
If YES, make sure you complete the relevant Application	<input type="checkbox"/> MAIL <input type="checkbox"/> PICK UP

**Test Results:**



**INTERVIEW PACKAGE – PAGE 2**

<b>DOB</b>	
<b>SS#</b>	
<b>Tax Status</b>	

**Education:**

<b>Highest level achieved</b>	<input type="checkbox"/> High School	<input type="checkbox"/> Trade School	<input type="checkbox"/> 2 Year Degree	<input type="checkbox"/> 4 Year Degree
Name of institution:	Date graduated		Qualification:	

**Employment History:**

<b>Latest Employer</b>	City/State	Job Title	From/To:
Wages/Salary	Reason for leaving	Name of Supervisor	Can we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Interviewer Notes:</b>			
<b>Previous Employer</b>	City/State	Job Title	From/To:
Wages/Salary	Reason for leaving	Name of Supervisor	Can we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Interviewer Notes:</b>			
<b>Previous Employer</b>	City/State	Job Title	From/To:
Wages/Salary	Reason for leaving	Name of Supervisor	Can we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Interviewer Notes:</b>			

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

I certify that the statements made in my Employment Application are true and correct and without material omission. I understand that making false statements or omitting pertinent facts is sufficient cause for rejection or dismissal from employment:



(Signature)

To finalize this Interview Package, we need you to complete the following Employment Forms:

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

**Notes:**



**INTERVIEW PACKAGE – PAGE 3**

<b>Has Candidate been given copies of:</b>		
Albion Benefits	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Timecard Procedures	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I hereby authorize obtaining information from any person(s), employers, educational institutions, licensing authorities, and/or law enforcement agencies concerning my background, work habits, skill or conduct on the job, with the exception of past employer(s) I have indicated that are NOT to be contacted. I hereby release Albion and its staff from all liability for damages for issuing such information.

**Accident Reporting & Workers' Compensation:**

All workplace accidents, incidents and/or near misses MUST BE REPORTED immediately to Albion Staffing and to your supervisor. This includes ANY INJURY no matter how slight. Failure to do so may result in disciplinary actions including termination as well as the accident not being recognized under Workers' Compensation. If medical attention is required, you must receive authorization from Albion Staffing. Seeking medical attention without authorization may result in the claim not being recognized as well as the bill(s) not being paid by the insurance company. If at any time I make claims for Workers' Compensation or other personal injuries, I agree to submit myself to examination by a physician or physicians of employer's selection as often as may be requested.

**Liability for Wages & Limited Term of Employment:**

I agree that if I am employed, now or at any time in the future, my employment may be terminated at any time without liability to me for wages or salary except for such wages or salary which I earned prior to the date of my termination. Further, I understand the term of my employment shall be limited to the duration of any assignment that I accept. Before accepting an assignment, an Albion Representative will verbally explain the requirements in detail including the hours of work, lunch, timesheets, job duties, performance, attendance, dress, etc. Should I NOT complete the assignment for reasons such as unsatisfactory work performance, tardiness, excessive absences, walking off the job, not showing up for the assignment without prior advice, etc, the original hourly rate shall be reduced to the minimum Florida State wage.

**Drug Free Workplace:**

It is Albion's objective to help provide a safe a drug-free work environment. Our policy strictly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol or prescription medication without prescription on Albion or our customer's premises while performing an assignment
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Albion or our customer's premises if such impairment or influence adversely affects your performance, your safety or that of others or puts at risk Albion's reputation.
- The presence of any detectable amount of prohibited substances in your system while at work, while on Albion's or our customers premises where prohibited substances include illegal drugs, alcohol or prescription drugs not taken in accordance with a medical prescription
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Albion or our customer's premises if such activity or involvement adversely affects the employee's work performance

Albion will conduct drug testing under any of the following circumstances:

- RANDOM TESTING - Albion may ask an employee to submit to a drug test at any time if we feel that the employee may be under the influence of drugs or alcohol including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about your person or in your vicinity, unusual conduct or your behalf that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness
- POST-ACCIDENT TESTING - Any employee involved in an on-the-job accident or injury may be asked to submit to a drug/alcohol test including any person who potentially contributed to the accident or injury event in any way.

If you are tested for drugs or alcohol outside the employment context and the results indicate a violation of this Policy, Albion reserves the right to immediate terminate your employment.

**Unemployment Policy:**

It is MY responsibility to notify Albion of any change in my employment availability. In the event that Albion is not contacted, I understand that my Unemployment Benefits may be jeopardized.

**4-Hour Work Policy:**

Albion offers its Clients a 4-hour guarantee whereby if either the Client or the Candidate is unhappy or dissatisfied, Albion will replace the Candidate and not charge the Client for hours worked up to a maximum of 4-hours. In the event that you work less than 4 hours with an Albion Client, you will NOT be paid for the hours that you work.

Please sign to confirm your understanding of these Albion Policies: ► \_\_\_\_\_

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

**Interview Notes:**