

Personnel Dynamics, LLC

(218) 327-9554

APPLICATION FOR EMPLOYMENT

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Are you 18 years or older? _____ Present state of health _____

Where did you hear about Personnel Dynamics? _____

What type of employment are you looking for? _____

Full Time _____ Part Time _____ Temporary _____

Overtime _____ On Call _____ Nights _____

Weekends _____ Holidays _____

Rotating Shifts _____ How Many Miles Are you Willing to Drive? _____

Do you have any commitments to another employer that may affect your employment with us? _____

Where else have you put in an application? _____

EDUCATION	School Name and Address	Grade Completed	Did you Graduate?	Degree
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HighSchool _____

College _____

Tech. _____

School _____

What computer software have you had experience with? _____

Please list other skills or experience you have. _____

References

Please list references to contact that are acquainted with your work history.

Name _____ Phone _____

Relationship to you _____

Name _____ Phone _____

Relationship to you _____

Previous Employers

▪ Employer name and Address _____

Supervisor _____
Position _____ Wage _____ Dates employed _____
Duties _____
Phone _____ Reason Left _____

▪ Employer name and Address _____

Supervisor _____
Position _____ Wage _____ Dates employed _____
Duties _____
Phone _____ Reason Left _____

▪ Employer name and Address _____

Supervisor _____
Position _____ Wage _____ Dates employed _____
Duties _____
Phone _____ Reason Left _____

▪ Employer name and Address _____

Supervisor _____
Position _____ Wage _____ Dates employed _____
Duties _____
Phone _____ Reason Left _____

Employee Policies (All applicants are required to read the following and sign and date the bottom.)

Personnel Dynamics, LLC sets forth its established work rules which, together with all other appropriate standards of conduct, employees are required to obey. An employee who fails to maintain proper standards of conduct at all times or who violates any of the partial list below will subject himself/herself to disciplinary action, including discharge:

- Theft of property belonging to other employees, the company, our customers or vendors.
- Being under the influence of, or possessing, intoxicants or narcotics on company or customer property.
- Disorderly conduct or the use of offensive or abusive language.
- Deliberately or negligently damaging property or machines belonging to the company or customers.
- Misrepresenting or withholding information on the employment application or on company records.
- Insubordination or refusal to follow instructions or to perform designated work.
- Consistently poor workmanship.
- Use of company or customer equipment, machines or tools, either inside or outside the workplace, without specific authorization.
- Failure to report injuries, no matter how slight.
- Excessive absenteeism or lateness.
- Poor performance or lack of performance.
- Making or receiving unauthorized telephone calls during the working hours.
- Absence without notification.

Confidential Information: Our clients' records are to be held in the strictest of confidence. Our clients trust us with this information and we must retain their trust by protecting the information. Failure to keep company business confidential may be grounds for dismissal.

Sexual Harassment: Personnel Dynamics, LLC strongly disapproves of and does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times. The above policy applies not only to sexual harassment but also to harassment of any kind.

I authorize Personnel Dynamics, LLC to provide and release to client companies copies of this application, my resume along with references and letters of reference, and any other information gathered or received by Personnel Dynamics, LLC relating to this application. I further authorize Personnel Dynamics, LLC and client companies to contact my references and former employers.

I understand that some client companies require random drug testing of all employees, including temporary and contract employees, which may include me. I also understand that Personnel Dynamics, LLC along with their client companies, may be requesting information from various Federal, State, local and other agencies (including <https://cch.state.mn.us/>) which may contain my past activities. I hereby authorize without reservation; any party or agency contacted by this employer and their client companies, to furnish the above information.

I understand that Personnel Dynamics, LLC is an equal opportunity employer and all employees are treated during employment without regard to race, color, religion, sex, national origin, age marital or veteran status, medical condition or handicap or any other legally protected status.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that my employment can be terminated, with or without cause, at any time at the discretion of the employer or myself.

I understand there is to be no negotiation between me and the client company or a company I was referred to by Personnel Dynamics. If approached with a direct offer from the client company or a company I was referred to, I am to inform Personnel Dynamics immediately.

“Under Minnesota Statue section 368-095, it is considered a quit if an applicant completed a suitable work assignment at a staffing service and, without a good reason, did not request an additional assignment within 5 days.” Therefore, it is my responsibility as an employee of Personnel Dynamics to come into the office at the end of each assignment. Failure to do so will be considered by Personnel Dynamics as a voluntary quit. If I do not report after completion of assignment in 5 days, I will be disqualified from unemployment.

Signature of applicant _____ Date _____