



All Florida Staffing, Inc  
 2111 Garden St.  
 Titusville, FL 32796  
 321-269-6700  
 Toll Free 866-206-9546  
 Fax 321-269-5599  
 WWW.ALLFLORIDASTAFFING.COM

**Employment Application**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_

Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Emergency # \_\_\_\_\_ Emergency Contact Name/Relationship: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Do You Have Transportation?    Yes        No        Will you Travel?    Yes        No

Pay Scale \$ \_\_\_\_\_ Max Miles will Drive \_\_\_\_\_

**References:**

Please list the last two companies you have worked:

Company	Contact	Phone	Dates Employed
Company	Contact	Phone	Dates Employed

I am aware the All Florida Staffing, Inc. will verify any information submitted on my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about All Florida Staffing?    Newspaper    Friend    Job Services  
 Current / Former Employee \_\_\_\_\_  
Name of employee



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**Industrial / Construction Skill Sheet**

Please document the number of years and months as applicable:

	<b><u>Years Exp.</u></b>		<b><u>Years Exp.</u></b>
<b>Plumbing</b>		<b>Electrician</b>	
Helper	_____	Commercial	_____
<b>Construction</b>		Residential	_____
General Labor	_____	<b>Electrician Helper</b>	
Carpenter	_____	Commercial	_____
Framing	_____	Residential	_____
Commercial	_____	Pipe Laying	_____
Carpenters Helper	_____	<b>Air Conditioning</b>	
Masonry	_____	Installation	_____
Tender	_____	Helper	_____
Drywall	_____	Maintenance	_____
Hanger	_____		
Finisher	_____	Do You Have Tools?	Yes      No
Painter	_____		
Finisher	_____		
Forms	_____		
Brick Layer	_____		



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(Herein After Referred to as “AFS”)

THIS APPLICATION IS NOT AN OFFER OF EMPLOYMENT.

You will be considered for employment without regard to race, color, religion, sex, national origin or age. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.

ONE OR MORE OF THE FOLLOWING CONDITIONS MET BY AN EMPLOYEE CONSTITUTES A VOLUNTARY QUIT CONNECTED WITH WORK AND UNEMPLOYMENT BENEFITS MAY BE DENIED.

1. Failure to call AFS at each assignments end with notification of your availability.
2. Failure to call in at least three (3) times weekly when not on assignment. Phone number to call for this requirement is 321-269-6700.
3. Failure to notify AFS with a change in address or phone number.
4. Refusal or failure to accept a suitable work assignment based upon pay, qualifications or location.
5. The company’s receipt of an unemployment claim from you without prior notification of your ability is notice of a voluntary quit.
6. Not reporting to work 3 days consecutively without notification to our office is considered voluntary quit.

By initialing this line, I have read and agree to the fore mentioned statements. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **POLICIES AND PROCEDURES**

Should any employee want to view All Florida Staffing, Inc's. Employee Manual it is available for review at the Corporate Office.

### **ASSIGNMENTS**

When you are given a job assignment, you will be told what the job duties are, safety equipment needed, pay, whom to report to, the client name and location of job site. After you accept the job assignment, you will be expected to report *on time* and ready to work. If you do not like an assignment, you should finish the day, and then request reassignment. If you walk off a job before your shift has ended, we will assume you have voluntarily quit. If you get on a job site and the client asks you to do work other than what the AFS representative has already assigned to you, you are to notify the AFS office.

\*I read and understand the above paragraph initial \_\_\_\_\_

### **WORKERS COMPENSATION**

All Florida Staffing, Inc. (AFS) maintains workers compensation insurance for injuries occurring on the job. If you have a work related injury, it is mandatory that you follow the steps below.

- Notify a client supervisor and the All Florida Staffing, Inc. office immediately
- If injury is not severe, report it to the AFS office so they can set up an appointment with a treatment facility
- If injury requires immediate treatment, go directly to the designated medical care provider. After treatment has been completed report it to the AFS office to complete the required insurance forms
- You will be required to take a drug test at the time of your injury
- You must report any injuries, no matter how slight to the AFS representative
- AFS or its insurance company will pay for your medical care, medications, surgery and supplies as needed for a work related injury. If you fail to report the injury, you could lose your right to payment of your medical treatment.

\*I read and understand the above paragraph initial \_\_\_\_\_

### **ANTI-HARRASSMENT POLICY**

AFS is committed to a dignified workplace where all employees are treated fairly. Harassment, intimidation and discrimination, whether based on gender, race, religious or ethnic background, physical capability or social upbringing, are unacceptable to us. Employees found in violation of this policy and expectation will be terminated immediately. You are to report any suspected incident of harassment, intimidation or discrimination of any type from a co-worker, client, vendor, manager or other individual in the workplace to an AFS Manager.

\*I read and understand the above paragraph initial \_\_\_\_\_

### **TIME CARDS/HOURLY RATES/PAY CHECKS**

Time Sheets are sent to the job site by the office. It is the employees responsibility to make sure they initial the times sheets to ensure accuracy. Please review them PRIOR to initialing them. If corrections are needed they will be made the following week. Your paycheck will be delivered each Friday before you leave for the day. In the event an assignment ends, we will make every attempt to arrange for a meeting place for you to receive your check, if this is not possible, the employee may contact the office to find alternative methods of getting their check. In the event a check is mailed, the office will confirm the address with the employee. If the check is lost in the mail the bank charges a \$30.00 stop payment fee the employee will be responsible for. We will always do our best to place each of our employees on a job that will pay the hourly rates requested. However, this is sometimes not possible. With this in mind, we will still contact each employee and give them the option of taking a job at a lesser pay or wait for another job.

\*I read and understand the above paragraph initial \_\_\_\_\_

## ATTENDANCE

If you are on a report or on a long-term assignment, AFS and our client expects you to be at work and on time. If for any reason you are unable to be at work, or will not be on time, **you are required to notify the AFS office** prior to your scheduled arrival time. Failure to notify the AFS office will be considered a voluntary quit and may result in future assignments not being offered. \*I read and understand the above paragraph initial \_\_\_\_\_

## SAFETY

Safety is AFS's first and most important concern. As an AFS employee, you will be required and are expected to follow the safety procedures below each and every time you are out on assignment. Violation to safety procedures will result in disciplinary action up to and including termination.

- Do not work on unsafe ladders or scaffolding. Do not attempt to operate any unsafe machine, power tool or equipment, or work in heights in excess of 6ft. above or 4 ft. below the ground unless AFS has specifically assigned you to do that work and the proper equipment has been supplied.
- Always wear safety equipment that has been issued to you. Hard hats, safety glasses, ear plugs, gloves and safety belts are all examples of equipment that may be required to ensure your safety.
- Comply with all safety procedures, rules, signs and safe work practices. Compliance is necessary for the well being of yourself and those who work around you.
- Do not take risks that endanger anyone's safety or health! If you are uncertain as to the proper procedure: ASK! Attend all safety meetings and training when applicable.
- Report all fires or emergencies immediately.
- Put everything you use in its proper place and keep all work areas clean and orderly. Good housekeeping is essential for safety and quality of work.
- When working with equipment or machinery, never remove or defeat safety guards, devices or controls. Know the location and correct operation of all safety/stop controls on equipment you use.
- Know evacuation procedures and where the emergency exits are located. Know the location of any emergency equipment, such as fire extinguishers and first aid kits. Do not give first aid unless you are certified to do so.
- Watch out for the safety of those around you. Point out unsafe acts to supervisors.
- When working around machinery do not wear dangling clothing, loose hair or jewelry.
- Only trained and authorized personnel may perform electrical work, equipment repairs or adjustments, welding, cutting or confined space entry.
- All employees are prohibited from bringing firearms, weapons, or other dangerous or hazardous devices or substances onto any job sites without prior and proper authorization.
- Employees under the age of 18 are prohibited from working in manufacturing plants or on construction sites.

Our clients depend on ALL FLORIDA STAFFING, INC. and you. If together we do not meet their needs, they will terminate our working relationship, which will result in fewer jobs for everyone.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen or nation of the United States

A lawful permanent resident (Alien # \_\_\_\_\_)

An alien authorized to work until \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pay Deductions

Any employee who is told to leave a job early, due to misconduct or poor job performance, or simply walks off a job, will be paid minimum wage for the hours worked and signed for by the job supervisor.

The paychecks will be not be available for distribution until Friday, the usual day paychecks are distributed.

Any unexcused or ununiformed absentees or tardy's may result in a reduction of pay, or job loss, to be determined at the sole discretion of All Florida Staffing, Inc Management.

It is company policy for the employees to contact the office and advised of any employment changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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All Florida Staffing, Inc. is an equal opportunity employer. This employment application is for the position of Commercial Construction Electrician. The job will entail all duties required of a commercial electrician or helper. Please answer the following questions honestly and detail any health problem or disability which would not allow you to perform the job assigned:

Please answer yes or no to the following questionnaire and use the comment section to detail “yes” answers:

1. Is squatting or kneeling a problem Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

2. Do you have any problems with heights Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

1. Are you able to lift 50 lbs repetitiously Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

2. Are you able to work with both arms and hands equally Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

3. Are you able to stand on your feet for hours at a time Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

4. Are you able to distinguish colors Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

5. Are you able to climb ladders or stairs Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

6. Do you have any hearing impairments Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_

Under penalty of perjury, I declare that I have read the foregoing and the facts alleged are true to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_