

Valley Temp Services, Inc.
105 Lewis St.
P.O. Box 5006
Ketchum, ID 83340

Employee Application

Name: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____ Pager/Phone/Other: _____

PLEASE TAKE A MOMENT TO ANSWER THE FOLLOWING QUESTIONS:

Can you legally work in the U.S.A.?..... Yes _____ No _____ Please Specify: _____

Do you have transportation to work?:..... Yes _____ No _____ Please Specify: _____

Do you have a current Driver's License?:..... Yes _____ No _____ Please Specify: _____

Do you have any lifting restrictions?:..... Yes _____ No _____ Please Specify: _____

Are you available to work?:.....Days _____ Nights _____ Full-time _____ Part-time _____ Weekends _____

Which of the following languages do you speak fluently?: English _____ Spanish _____ Other _____

WORK REFERENCES

COMPANY	ADDRESS	PHONE	DATES EMPLOYED	SUPERVISOR
			From: _____ To: _____	
			From: _____ To: _____	
			From: _____ To: _____	

EDUCATION	NAME OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?
High School			Yes: _____ No: _____
College			Yes: _____ No: _____
Other			Yes: _____ No: _____

◆◆◆ VALLEY TEMP SERVICES, INC. PAYROLL POLICY ◆◆◆

1. Timecards **MUST** be turned in **SIGNED** with **CORRECT HOURS** by 5:00 p.m. the **MONDAY** following that workweek!
2. Checks are ready on **Thursday, 12:00** following that workweek, **NO EARLIER!!!!**
3. Advances will be given on **HOURS WORKED ONLY once per week**. Requests must be made by 10:00 a.m. for processing at 4:00 p.m. that day. **NO EXCEPTIONS!**

Applicants Signature: _____

Date: _____

PLEASE FILL OUT THE APPROPRIATE INFORMATION

CONSTRUCTION RELATED WORK

LABOR	CARPENTRY
General: _____ years	Apprentice: Y / N _____ years Framing Y / N _____ years
Landscape: _____ years	Journeyman: Y / N _____ years Finish Y / N _____ years
Concrete: _____ years	Tools Available
Painting: _____ years	Belt: Y / N Skillsaw: Y / N
Plumbing _____ years	Hammer: Y / N Drill: Y / N
Electrical: _____ years	Square: Y / N Chop Saw: Y / N
Drywall: _____ years	Cat's Paw: Y / N Level: Y / N
Other: _____	Chalk Line: Y / N Nail Gun: Y / N
_____	Other _____

OFFICE RELATED SERVICES

<u>Positions</u>	<u>General Skills</u>	<u>Computer Proficiency</u>
Receptionist: _____ years	Typing: _____ wpm	Windows XP: Y / N
Secretary: _____ years	Phones: Y / N	Microsoft Word: Y / N
Legal Secretary: _____ years	Dictaphone: Y / N	Microsoft Excel: Y / N
Personal Assistant: _____ years	Shorthand: Y / N	Wordperfect: Y / N
Accountant: _____ years	Transcription: Y / N	Quickbooks: Y / N
Bookkeeper: _____ years	PBX System: Y / N	Photoshop: Y / N
Office Manager: _____ years	Copier/Fax: Y / N	Dreamweaver: Y / N
Other: _____	Other: _____	Other: _____

GENERAL & PROFESSIONAL SKILLS

<u>Food Service</u>	<u>Professional</u>	<u>Miscellaneous</u>
Wait Staff: _____ years	Sales: _____ years	Heavy Equipment: Y / N
Chef: _____ years	Graphic Design: _____ years	CDL License: Y / N
Line Cook: _____ years	Promotions: _____ years	Beekeeping: _____ years
Bartender: _____ years	Special Events: _____ years	Raft Guide: _____ years
Dishwasher: _____ years	Project Coordinator: _____ years	Tour Guide: _____ years
Bus Person: _____ years	Recruiter: _____ years	Modeling: _____ years
Catering: _____ years	Marketing: _____ years	Form Completion: Y / N
Other: _____	Other: _____	Other: _____