



Mainstay Pre-Application Questionnaire

1. Are you telephone accessible?

Yes No

2. Do you have reliable transportation?

Yes No

3. Do you have form(s) of Identification? (For I-9 work status)

Yes No

4. What jobs are you applying for?

5. In what areas or locations are you willing to work?

6. Are you willing to submit to a drug screen in accordance with our policy?

Yes No

7. Are you willing to release your background information inclusive of criminal records?

Yes No

Applicant Name

Social Security Number

Applicant Signature

Interviewed By

Date

EMPLOYMENT APPLICATION



APPLICANT INFORMATION

Date: ____/____/____

Name: _____
LAST FIRST MIDDLE

SS#: ____-____-____

Present Address: _____
STREET CITY STATE ZIP

Permanent Address: _____
STREET CITY STATE ZIP

Phone Number: (____) _____ Alternate Number: (____) _____

Email Address: _____ Emergency Contact: _____

Are you 18 years or older? Yes No

If hired, can you present evidence of your legal right to work in the United States? Yes No

(The immigration Reform & Control Act of 1986 requires you to furnish proof of your employment authorization and identity before you can begin work.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: ____/____/____ Salary Desired: \$_____

Are You Employed Now? Yes No

If Yes, May We Inquire Of Your Present Employer? Yes No

Ever Applied To This Company Before? Yes No Where? _____ When? ____/____/____

Referred By: _____

Education	High School	Business School	University	Graduate
School Name				
Location				
Years Completed				
Diploma/Degree				
Major/Subject				
List Any Vocational Schools Attended				
List any professional or vocational certifications, licenses, or registrations that you currently hold or have held in the past				
Describe any specialized training, apprenticeship skills, extracurricular activities, honors, scholarships, appointments, awards, or special recognition that you have received				

References: List three additional business/professional references who have known you for at least a year

Name	Business	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

EMPLOYMENT APPLICATION



Employment History

Company Name	Address	Phone	Position Held	Pay Rate/Per
Type of Business	Supervisor Name	Reason For Leaving		From: To:
Duties and Achievements				
Type of Business	Supervisor Name	Reason For Leaving		From: To:
Duties and Achievements				
Type of Business	Supervisor Name	Reason For Leaving		From: To:
Duties and Achievements				
Availability: Full-Time Part-Time Weekends Only Short Term	How did you hear about us?			
Shifts: First Second Third Temporary Temp-to-hire				

I hereby affirm: The information in this application is true and accurate. If any of the following turns out to be false or misleading, Mainstay Business Solutions may dismiss me immediately in its sole discretion. If hired, I agree to provide documentation authorizing me to work in the United States. I authorize Mainstay Business Solutions to contact my worksite company's for relevant information about me; and I authorize Mainstay Business Solutions to release the information herein, as reasonably required, to any client of Mainstay Business Solutions, or insurance company; and I authorize Mainstay Business Solutions to give future prospective employers relevant information about my employment, if so requested. I understand my employment may be conditioned upon my passing a physical examination, and/or a drug and alcohol test, and if hired, I agree to be subject to alcohol and drug testing for my safety and the safety of others; and in connection with any job-related injuries, as Mainstay Business Solutions deems necessary. I understand and agree that the terms and conditions set forth in the Mainstay Business Solutions policy manual(s), including those entitled "Harassment"; and others are incorporated herein and are a part of my employment, and that I have had the opportunity to review the Polices, and fully understand and agree to them.

I understand Mainstay Business Solutions will manage my payroll, benefits administration and other areas. Since Mainstay Business Solutions is a tribally owned staffing company, it is a sovereign entity, which means that not all state and federal laws regarding employment are necessarily applicable. I am under no obligation to accept employment on these, or any other terms; and I am free to further investigate my rights, and any applicable laws at my own expense and on my own time. I understand, however, that recognition and acceptance of the sovereign status of Mainstay Business Solutions is essential to my employment, and no services may be performed, and no wages paid unless and until I have indicated my understanding of and agreement to the foregoing matters by signing below.

As an employee of the Blue Lake Indian Tribe (the "Tribe"), I consent to the exclusive jurisdiction of the Tribe's Dispute Resolution Process (DRP) and the Tribal Court for any and all disputes in connection with my employment with the Tribe. I also consent to the application of the Tribe's Law, both substantive and procedural regarding any and all proceedings, and all matters relating to my employment relationship with the Tribe.

Print Name: _____	Date: ____/____/____
** Attention worksite supervisor – complete below this line**	

Interviewed By: _____ Date: ____/____/____

Date Reporting to Work: ____/____/____

Hired: Yes No Position: _____ Dept: _____

Salary/Wage: _____ Occupational Code: _____



MAINSTAY DRUG SCREEN AUTHORIZATION AND CONSENT

I hereby authorize and give full permission to have Mainstay and/or their medical company physician send a specimen of my urine and/or blood to a laboratory for screening test using N.I.D.A. standards for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription.

I will hold all parties concerned harmless, meaning I will not sue nor hold responsible for any alleged harm to me or interfering with my obtaining a job or continuing employment due to not submitting to the tests or as a result of report of the test. This includes, but is not limited to, possible clerical or laboratory error.

This policy and authorization has been explained to me in a language I understand and I was told that if I have any questions they will be answered about the test. I understand this is a legal binding document which is binding because Mainstay is sending me for the examinations and paying for it.

I UNDERSTAND MAINSTAY WILL REQUIRE A DRUG SCREEN TEST WHENEVER AN ON THE JOB ACCIDENT OR INJURY IS REPORTED IN ACCORDANCE WITH MAINSTAY POLICY AND THIS AUTHORIZATION AND CONSENT.

I _____ (do/do not) give my consent for drug screening.

Applicant Signature _____ Date _____

Print Name _____

Interviewer Signature _____ Date _____

Print Interviewer's Name _____

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RELEASE OF CRIMINAL RECORDS

I, the undersigned, do hereby authorize Mainstay Business Solutions to examine any and all criminal records and arrests on file in the counties in the State (s) of _____. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.

For employment purposes, **Mainstay Business Solutions** may obtain consumer reports, or investigative consumer reports, in connection with your employment application or from time to time during employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc.

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency will interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/ or certification records depending on the position.

I _____ (do/do not) give my consent to examine my criminal records and arrests.

Signature _____ Date _____

Print Applicant's Name _____ Social Security Number _____ Driver License Number _____ State _____

Street Address _____

City _____ State _____ Zip _____

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Please tell us how many years of experience you have in the following skills:

Office Services and Sales

Office Services	Years	Sales	Years	Software	Years
Accounts Payable	_____	Advertising	_____	ACT	_____
Accounts Receivable	_____	Cashier	_____	10-Key	_____
Bookkeeping	_____	Cold Calling, Outside	_____	Database	_____
Collections	_____	Cold Calling, Tele.	_____	Excel	_____
Credit	_____	Customer Service	_____	Lotus	_____
Data Entry	_____	Demonstrator	_____	MS Outlook	_____
Fax Collating	_____	Merchandiser	_____	MS Word	_____
Filing	_____	Sales, Inside	_____	PowerPoint	_____
General Office	_____	Sales, Outside	_____	Word Perfect	_____
Mailroom	_____	Sales, Telephone	_____	Word Star	_____
Office Equipment	_____	Survey Taker	_____		_____
Payroll Processing	_____		_____		_____
Phones	_____		_____		_____
Receptionist	_____		_____		_____

Light Industrial and Warehouse

Maintenance	Years	Warehouse	Years	Machine Operation	Years
Carpentry	_____	Fork Lift	_____	Bridgeport	_____
Electrical	_____	Material Handling	_____	CNC	_____
HVAC	_____	Packing / Shipping	_____	Drilling Extrusion	_____
Janitorial	_____	Pallet Jack	_____	Foam	_____
Landscaping	_____	Pull / Pack	_____	Grinding	_____
Machine Maint.	_____	UPS On Line	_____	Injection Moulding	_____
Machine Repair	_____			Lathe	_____
Painting	_____	General Labor	Years	Milling Polishing	_____
Plumbing	_____	Auto Repair	_____	Punch Press	_____
		Blueprint Reading	_____	Woodcutting	_____
Assembly	Years	Food Handling	_____		_____
Electrical	_____	Retail	_____		_____
Mechanical	_____	Security	_____		_____
Soldering	_____	Hand Tools	_____		_____