



LaneStaffing

Big Business Solutions. Small Business Flexibility **Houston** ★ **Dallas** ★ **Pt.Arthur/Beaumont** ★ **Orlando**

EMPLOYMENT APPLICATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for		Type of Employment Desired FT PT TEMP PERM			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for LaneStaffing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been charged with a felony or a misdemeanor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Highest Grade Completed
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			



LaneStaffing

Big Business Solutions. Small Business Flexibility **Houston** ★ **Dallas** ★ **Pt.Arthur/Beaumont** ★ **Orlando**

PREVIOUS EMPLOYMENT

Company		Phone ()	
---------	--	-----------	--

Address		Supervisor	
---------	--	------------	--

Job Title	Starting Salary \$	Ending Salary \$
-----------	--------------------	------------------

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

Company		Phone ()	
---------	--	-----------	--

Address		Supervisor	
---------	--	------------	--

Job Title	Starting Salary \$	Ending Salary \$
-----------	--------------------	------------------

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

Company		Phone ()	
---------	--	-----------	--

Address		Supervisor	
---------	--	------------	--

Job Title	Starting Salary \$	Ending Salary \$
-----------	--------------------	------------------

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch	From	To
--------	------	----

Rank at Discharge	Type of Discharge
-------------------	-------------------

If other than honorable, explain

ALTERNATE CONTACT INFORMATION

Cell Phone	Previous Address
------------	------------------

Closest Relative Not Living With You	Phone
--------------------------------------	-------

Alternate Phone 1	Alternate Phone 2
-------------------	-------------------



LaneStaffing

Big Business Solutions. Small Business Flexibility **Houston** ★ **Dallas** ★ **Pt.Arthur/Beaumont** ★ **Orlando**

EQUAL EMPLOYMENT OPPORTUNITY FORM

APPLICANT INFORMATION

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

VOLUNTARY INFORMATION

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- White/Caucasian
- Other

Gender

- Female
- Male

Military Service

- Pre-Vietnam Era
- Vietnam Era
- Post-Vietnam Era
- Disabled Veteran

How did you hear about this position?

- Newspaper
- Company Employee
- Professional Publication
- Job Fair
- Placement Office
- Web Site
- Other _____

PRE-EMPLOYMENT QUESTIONNAIRE



LaneStaffing

Big Business Solutions. Small Business Flexibility

Houston ★ Dallas ★ Pt.Arthur/Beaumont ★ Orlando

APPLICANT INFORMATION

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

SKILLS ASSESSMENT

Please list years of experience with each of the following.

ADMINISTRATIVE

- Benefits Management _____
- Business Ethics _____
- Business Writing _____
- Data Entry Alphanumeric _____
- Data Entry Numeric _____
- Editing & Proofing _____
- Filing _____
- Health Care Administration _____
- Human Resource Concepts _____
- IDC-9 and CPT Coding _____
- Internet Research Techniques and Resources _____
- ITAA Information Security Awareness _____
- Legal Research _____
- Legal Secretarial Skills _____
- Medical Billing _____
- Medical Office Skills _____
- Medical Terminology _____
- MS Internet Explorer _____
- Office Management _____
- Paralegal _____
- Project Management _____
- Reception/Front Desk _____
- Records Information Management _____
- Recruiting _____
- Retail Management _____
- Shorthand _____

COMPUTER SOFTWARE

- 3D Studio Max _____
- Act! 4.0 _____

CALL CENTER

- Customer Assistance _____
- Data Entry (10 Key) _____
- Data Entry (Alphanumeric) _____
- Inbound Calls _____
- Outbound Calls _____
- Technical Help Desk _____
- Technical Support _____

INDUSTRY

- Accounting _____
- Aerospace _____
- Automotive _____
- Childcare _____
- Counseling _____
- Defense _____
- Education _____
- Electronics _____
- Energy _____
- Food Handling _____
- General Sciences _____
- Hospitality _____
- Legal _____
- Manufacturing _____
- Military _____
- Oil & Gas _____
- Public Relations _____
- Retail _____

COMPUTER SOFTWARE

- Adobe PageMaker _____
- Adobe Photoshop _____

ENGINEERING

- Aerospace _____
- Chemical _____
- Civil _____
- Construction _____
- Design _____
- Electrical _____
- Mechanical _____
- Petrochemical _____
- Process _____
- Safety _____
- Structural _____
- Systems _____
- Technical _____

LEGAL/LAW

- Corporate _____
- Criminal _____
- Estate/Probate _____
- Family/Civil _____
- Immigration _____
- Litigation _____
- Paralegal _____
- Patent _____
- Personal Injury _____
- Tax _____

ACCOUNTING

- Accounts Payable _____
- Accounts Receivable/billing _____



LaneStaffing

Big Business Solutions. Small Business Flexibility

Houston ★ Dallas ★ Pt.Arthur/Beaumont ★ Orlando

Adobe FrameMaker 5.5 _____

Adobe Illustrator _____

Lotus 1-2-3 _____

MS Access _____

MS Excel _____

MS Outlook _____

MS PowerPoint _____

MS Project _____

MS Windows 2000 _____

MS Windows 98 _____

MS Windows XP _____

MS Word _____

Word Perfect _____

Word Pro 9.0 _____

LANGUAGES

English _____

French _____

German _____

Italian _____

Mandarin _____

Other _____

Portuguese _____

Spanish _____

Vietnamese _____

AutoCAD _____

Cognos Development _____

Dreamweaver _____

Fireworks _____

Flash _____

Great Plains _____

Lotus Freelance _____

MS Visual _____

Oracle _____

Peachtree _____

QuickBooks _____

Quicken _____

SAP _____

SAS _____

Solomon IV _____

INDUSTRIAL

Forklift _____

Electronic Assembly _____

Line Operator _____

Material Handler _____

Labor _____

Shipping & Receiving _____

Soldering _____

Warehouse _____

Auditing _____

Bank Recon _____

Business Tax _____

Collections _____

Consumer Finance _____

Employment Tax _____

Financial Accounting _____

Financial Analysis _____

Financial Management _____

Fund Accounting _____

General Ledger _____

Income Tax _____

Investment Concepts _____

Managerial Accounting _____

Payroll Fundamentals _____

Personal Tax _____

Time Management _____

SAFETY POLICY

Revised 8/6/2009



LaneStaffing

Big Business Solutions. Small Business Flexibility Houston ★ Dallas ★ Pt.Arthur/Beaumont ★ Orlando

All employees have a safety responsibility to themselves, their family, fellow workers, the community, the client and to LaneStaffing. While accepting this responsibility; they are expected to observe safety rules and regulations as well as the instructions relating to safe performance. A safe and sound operation is reached only when all employees are conscious of and alert to their safety responsibilities. Complying with all company policies, including safety is a condition of continued employment with this company. Employees shall be responsible and accountable for the following:

1. Know, understand and comply with the safety policy, rules and procedures;
2. Attend and participate in all safety meetings;
3. Participate in safety inspections and audits;
4. Report and correct unsafe acts and conditions;
5. Properly use and care for supplies and equipment;
6. Maintain good housekeeping at all times;
7. Assist in the development of safety rules, regulations and safe work practices;
8. Report accidents and injuries to supervision immediately after an incident.

PAYROLL AGREEMENT

I agree to release LaneStaffing, from any responsibility due to my failure to do any of the following information:

- _ Report hours worked for each week assigned
- _ To submit my time sheet to LaneStaffing's office each Friday by 5:00 p.m.
- _ Document all hours on the LaneStaffing time sheet or a client verification form, approved, and signed by the on-site manager where I am assigned.

For any payroll issues, I will contact the accounting department at (713) 522-0000. All discrepancies on the payroll for a given pay period will be added/deducted from the next paycheck after the matter has been resolved. It is my responsibility to report all hours worked to LaneStaffing each Friday by 5:00 p.m. I understand that depending upon the assignment location or client to which I am assigned; my payroll check may be distributed on Fridays by mail or delivered to my location on a weekly, biweekly, or monthly basis.

SUBSTANCE ABUSE POLICY

It is the purpose of LaneStaffing, to help provide a drug free environment for our clients and employees. With this goal and because of the serious drug problem in today's workplace, we have established the following policy for existing and future employees of LaneStaffing. LaneStaffing explicitly prohibits: The use, possession, solicitation for or sale of narcotics or other illegal drugs, alcohol, inhalants, or prescription medication without a prescription on the company's or customers premises or while performing an assignment. Being impaired or under the influence of illegal drugs, alcohol, or inhalants off the company premises that adversely affects the employee's work performance, their own or others safety at the workplace, or the employer's reputation. We expressly prohibit possession, use, solicitation of or sale of illegal drugs, alcohol, or inhalants off the company's premises that adversely affect the employee's work performance, their own or others safety at the workplace, or the employer's reputation. LaneStaffing, will drug test by two (2) methods: Randomly: A random selection of some employees will be performed unannounced. For Cause: When it is the company's belief that a drug problem exists; such as evidence of drugs, accidents, injuries in the workplace, fights, or other incidents, behavioral symptoms of drug abuse, negative performance patterns, excessive absenteeism, or tardiness.

Employees of LaneStaffing, who test positive or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling services. The result of all drug testing will be confidential, and for no other purpose than for LaneStaffing, to make employment related decisions.

TRAVEL RELEASE AGREEMENT

This agreement is entered into with LaneStaffing in relation to the employee's assignments, the employee may be asked to travel to perform certain job duties and responsibilities. LaneStaffing, and its officers, agents, and employees shall not be liable or responsible for, and shall be saved and held harmless from all suits, actions, losses, damages, claims, or liability of any character, type or description including, without limiting the generality of the foregoing, all expenses of litigation, court cost, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the travel on behalf of the Client or its agents or employees, in the execution or performance of duties associated with temporary/contract employment.

BACKGROUND INVESTIGATION CONSENT FORM

I authorize the investigation of all statements contained in this Application for Employment, which may be necessary in arriving at an employment decision. An investigation of my character, general reputation, personal reputation, and mode of living may be conducted. This investigation may include but not be limited to

criminal history, workers' compensation, retail credit and the like. I may, upon written request, obtain a disclosure of the nature and scope of the investigation. All results will be proprietary and kept confidential and will not be provided to any parties other than representatives of this company, and when applicable, to representatives of the client company where candidacy for employment is being considered. The facts provided in my application for employment are true and completed to the best of my knowledge. I understand that, if employed, any false statement on this application, receipt of unsatisfactory references, failure to pass a prescribed physical examination, psychological examination, drug screen or failure to provide proof of legal employment status may result in termination of my employment without liability to me for salary, except such as may have been earned at the time of Revised 8/6/2009



LaneStaffing

Big Business Solutions. Small Business Flexibility **Houston** ★ **Dallas** ★ **Pt.Arthur/Beaumont** ★ **Orlando**

my termination. I release all parties who have assisted in the investigation or verification of my application for employment from all liability and any damages that may result from obtaining or using that information. In consideration of my employment I agree to conform to the rules and regulations of LANESTAFFING INC., and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that this document does not constitute a contract of employment and that no supervisor, official, or representative of this company other than the President has authority to enter into an agreement for employment for any specific period of time, or to make any agreement, orally or in writing, contrary to the foregoing. I understand that if hired, my employment, is for no definite period and may regardless of the date of payment of my wages and salary, be terminated at anytime. I authorize a copy of this release to be considered as effective and valid as the original. I have read or had read to me this release form and I understand, consent, and agree to authorize the execution of this release in full by signature this date.

POLICIES AND PROCEDURES ACKNOWLEDGEMENT

I have a working telephone and reliable adequate transportation. I agree to accept assignments in greater Houston and that my rate of pay may vary by assignment. I understand that I am expected to complete any job assignment I accept. If you do not complete the assignment, then LaneStaffing can assume that I have voluntarily quit. I understand that I am an employee of LaneStaffing, and only LaneStaffing, or I can terminate my employment. When an assignment ends, I must contact LaneStaffing, immediately to inform them of my availability. I must contact LaneStaffing, no later than Friday of each week for my next assignment. Failure to do so or to accept my next job assignment will indicate that I have voluntarily quit or am no longer available for work and my unemployment benefits may be denied. If for some unexpected reason, such as emergency illness, I cannot make it to work or will be late by more than 15 minutes, I will contact LaneStaffing, as soon as possible so they can call the client and or find a replacement. LaneStaffing, has a 24 Hour, 7 Day a Week Voicemail System. If I sustain an injury on the job, I will inform the client and LaneStaffing, immediately. LaneStaffing will coordinate with the client and me the proper procedure for treatment and reporting the accident. I have read, fully understand and agree to abide by each of the policies, procedures and agreements detailed above. I acknowledge this by initialing the list below and with my signature:

DISCLAIMER AND SIGNATURE

We will not check your current employer as a reference unless you give us permission.

Notice: Title 15 of the U.S. code, Section 1681 requires that we advise you that a routine inquiry may be made regarding character and general reputation. Upon written request, additional information as to the nature of the report will be provided to your or your appointed representative.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize my current and former employers to give any information regarding me or my employment to LaneStaffing representatives.

I authorize schools and other educational institutions which I may have attended to reveal my scholastic rating to LaneStaffing representatives.

I agree to undergo any medical evaluation or drug screenings and tests as may be required in accordance with applicable laws and regulations. Any offer of employment may be subject to revocation or my employment may be terminated on the basis of drug screening tests.

If employed, I agree to comply with all safety rules and to wear or use protective clothing or equipment as required.

I agree that, if employed, I will not divulge any information confidential to LaneStaffing or any of its affiliates or clients while employed or at any time thereafter.

I agree to call in to register as "available for work" upon completion of my assignment. Failure to do so will result in forfeiture of my rights to unemployment compensation.

I understand that any employment offered to me will not be for any definite period of time and is subject to termination with or without cause by either party at any time. I also understand that my employment is "at-will", and that no statements have been made to the contrary and this policy cannot be changed except in writing signed by an officer of LaneStaffing.

Signature

Date