



Columbia Heights, MN 763-782-6858 Anoka, MN 763-712-5661

St. Paul, MN 651-917-5387

****Hopkins****

General Application for Employment

Please **Print** clearly Position applying for _____ Date _____

Full Name: _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

List Addresses for _____

Past three Years	Street	City	State, Zip Code	How long?
	_____	_____	_____	_____
	_____	_____	_____	_____

In event of emergency, notify: _____

Name	Relationship	Phone
_____	_____	_____

Can you consistently lift: 50 lbs? Yes / No 75 lbs? Yes / No 100 lbs? Yes / No

Are you able to work in a sitting position for 9 hours a day? Yes / No

Are you able to work in a standing position for 8 hours a day? Yes / No

If you have any reason that you are unable to perform physically demanding work, please explain:

Date of Birth: _____ Social Security #: _____ Driver license #: _____

Availability: ___ Short Term ___ Long Term ___ Full Time ___ Part Time ___ Temp to Hire

When can you start? _____ Are you available on short notice? Yes / No

Shift Preference: _____ Shift Availability: ___ 1st Shift ___ 2nd Shift ___ 3rd Shift

Days you can work: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8

High school: 1 2 3 4

College/University: 1 2 3 4

Trade School: _____ Area of study: _____ Date Completed: _____

Work experience

Start with your present or last job. Include all temporary assignments and volunteer activities.

Employer: _____ Start: _____ End: _____ Position: _____

City, State: _____ Phone: _____ Salary: _____

Reason for leaving: _____

Job Duties: _____

Employer: _____ Start: _____ End: _____ Position: _____

City, State: _____ Phone: _____ Salary: _____

Reason for leaving: _____

Job Duties: _____

Employer: _____ Start: _____ End: _____ Position: _____

City, State: _____ Phone: _____ Salary: _____

Reason for leaving: _____

Job Duties: _____

Employer: _____ Start: _____ End: _____ Position: _____

City, State: _____ Phone: _____ Salary: _____

Reason for leaving: _____

Job Duties: _____

Military experience

Branch: _____ Highest Rank: _____ Start: _____ End: _____

Duties: _____

Awards: _____

Montu Staffing Solutions

Please check the items you have worked

General Labor

- Auto/Truck Mechanic (R1309)
- Cabinet Maker (R0105)
- Carpentry(R0103)
- Furniture Mover (I0705)
- Heavy Labor (I0703)
- Landscaping (I1503)
- Load/Unload (I0905)
- Lumberyard
- Maintenance Mechanic (I13)
- Mill Work
- Recycling
- Sandblasting
- Spray Painting (R0701)
- Woodworking (R0101)
- Yard Work (I1501)
- Other: _____

Factory

- Assembly (I0105)
- Bindery (I0107)
- Checking (C13)
- Collating (C1707)
- Electronic Assembly (I0101)
- Food Packaging (I1105)
- Industrial Sewing (W0133)
- Inspection (I03)
- Laminator
- Mechanical Assembly (I0103)
- Plastic Injection (W0119)
- Plastic /Fiberglass
- Print Shop (I17)
- Silk Screening (I1715)
- Soldering (I010115)
- Wrapping

Warehouse

- Stock Clerk (I0911)
- Shipping & Receiving (I0907)
- Picking Product (I0913)
- Packing (I0909)
- Inventory (I05)
- Forklift: Types (V01) _____

Heavy Equipment

- Overhead Crane
- Bobcat
- Skid Loader
- Pallet Jack
- Other: _____

Hospitality

- Cafeteria (I1107)
- Bakery
- Cook (I1105)
- Dishwasher
- Host/Hostess (I1101)
- Housekeeping (I1303)
- Janitorial (I1301)

Welding (R11)

- Blueprint Reading (R9903)
- Dual Shield
- Heliarc (R1105)
- Layout
- Precision Measuring
- Spot (R113)
- Stick
- Submerged
- Torch Cut
- Wire Feed

Machine Operator

- Band Saw (W0301)
- Brake Press (W0107)
- CNC Operator (W0515)
- Calipers
- Deburring (W0109)
- Drafting (T0721)
- Drill Press (W0303)
- Grinding (W0511)
- Inspections
- Lathes (W0513)
- Micrometer
- Mills (W0517)
- Punch Press (W0129)
- Quality Control
- Set Up – Layout (W0521)
- Shear (W0135)
- Sheet metal (W0525)
- Tool & Die

Construction (R02)

- Apartment Maintenance
- Boilers License
- Carpenter (R01)
- Electrical (R05)
- HVAC
- Plumbing (R09)
- Pool Certificate
- Tube Bender (W0103)

Computer/Clerical

- Excel
- Word
- Access
- Typing (C11) wpm: _____
- Data Entry (C02) kpm: _____
- Other: _____

Montu Staffing Solutions Safety Policy

As an employee of Montu Staffing Solutions, henceforth Montu, I understand that being safe on the job is the most important expectation the company has of me. Montu is not asking me to work fast or in an unsafe manner. Montu expects me to be safe under all circumstances.

- I understand that:
 - I may be drug tested for all assignments
 - I will be drug tested following all accidents and/or injuries
 - I will not work on ladders or scaffolding under any circumstances
 - I will not drive to a job in an unsafe manner
- I will encourage my fellow employees to be safe at all times
- I will notify my supervisor if I observe unsafe conditions

Policies and Procedures

- All qualified applicants will be considered for employment without regard to race, color, religion, age, religion, age, sexual orientation, or national origin.
- I understand that my employment is not for a fixed period of time and may be terminated by Montu Staffing Solutions, henceforth Montu, with or without notice, with or without cause.
- I understand Montu will not recognize or pay for any hours worked by an employee in the absence of an individual time ticket signed by the client with the number of hours filled in clearly.
- If I leave a job assignment or get injured on the job, I will call Montu immediately.
- I agree that I am required to complete all job assignments that I accept. If I choose to leave a job assignment early without prior authorization, Montu can assume that I voluntarily quit and I WILL BE PAID MINIMUM WAGE for any hours or days not yet paid.
- If I cannot make it to work or will be late, I will contact Montu one hour before my scheduled start time. My failure to notify Montu may be ground for dismissal or indicate that I have voluntarily quit.
- I understand that if I am on assignment, I cannot be hired by the client until I have worked the necessary hours. After completion of hours, I may or may not be hired by the Montu client at the discretion of the Client
- Montu offers daily pay to temporary employees scheduled one week or less and weekly pay for jobs scheduled more than one week
- Advances for weekly pay are allowed at the sole discretion of Montu Staff, not more than once per week, at a cost of \$3.00 for administrative purposes. Work must be completed prior to request for advance.
- I understand that I am an employee of Montu and therefore, I am to contact Montu regarding all employment matters and should not contact the client directly without prior approval of Montu.
- Failure to comply with the above policies and procedures could result in disciplinary action or termination of employment and/or payment of minimum wage in accordance with the law

Signature acknowledges acceptance of the policies and procedures.

Signature: _____ Date: _____

Print Name: _____

Montu Staffing Solutions

Authorization and Consent

- I declare that all statements contained in this application are true and correct and understand that false, misleading, or inaccurate information in this application will be the basis for withdrawal of any employment offer or if employed, may result in dismissal.
- In connection with my employment/application for employment with this company, I hereby authorize and understand that this releases Montu Staffing Solutions, henceforth Montu, now or anytime in the future, to conduct a background investigation. This includes, but is not limited to, verification of prior employment, academic achievement, medical & financial history, use of a motor vehicle, general background, and personal character.
- I authorize and request all persons, schools, organizations, corporations, credit bureau, courts, law enforcement agency, health care providers, armed forces, employment corporations, and all government agencies to release any and all information without restriction or qualification. I authorize a photocopy of this release to be considered as effective and valid as the original. All results will be proprietary and confidential and will be only provided to employees and legal representatives of Montu. I am aware the right to request the nature and scope of the results as reported from the company hired to conduct the research, if any. I voluntarily waive all recourse and release the requested parties from liability for complying with this request/release.
- I agree that if I am transported in a Montu Vehicle or accept transportation from another Montu employee and am involved in a motor vehicle accident, I will definitely hold harmless all parties involved.
- I hereby agree not to sue Montu in the event of an employment dispute. This includes, but is not limited to: wrongful dismissal, sexual harassment, hostile environment, and discrimination based on race, color, sex, national origin, sexual orientation, and/or disability. I agree that any employment dispute between Montu and myself will be settled through binding arbitration. I agree to accept the findings of the appointed arbitrator as final.
- This authorization and consent has been explained to me in a language I understand and I have been advised of the answers to any questions I may have about these policies. I understand that this agreement is a legal binding agreement between myself and Montu.

Signature _____ Date _____

Print Name _____ Date of Birth _____