



39600 Garfield Rd. - Suite F
Clinton Twp. MI 48038

P: (586) 228-7100
F: (586) 228-7274

Employment Application

Direct Staff and its affiliate corporations, promote and afford equal treatment and service to all employees and assure that all employees and applicants for employment are given an equal treatment and service to all employees and assure that all employees and applicants for employment are given an equal employment opportunity without regard to race, religion, color, national origin, age sex, marital status, or the presence of any sensory, mental or physical disability unless such disability effectively prevents the performance of the essential functions and duties required of the position and cannot be reasonably accommodated without undue hardship to the employer. The Company will operate within the principles of "Equal Opportunity" guidelines set forth in federal, state and local laws and regulations. All activities relating to employment including recruitment, testing, selection, promotion, training, and termination will be conducted in a nondiscriminatory manner. The Company will cooperate fully with all organizations and commissions that are established and organized to promote Equal Employment Opportunity. Direct Staff may share the information provided in this application with affiliated companies.

Employer Portion:	Employee ID: _____
Employee's Job Title: _____	Worker's Comp Code: _____
Start Date: ___/___/___	
Pay Information: Pay Rate/Salary: _____	Hourly ___ Salary _____
Authorized Signature: _____	Date ___/___/___

Employee Portion:

Date: ___/___/___

Social Security Number: _____

First Name M.I. Last Name

Maiden/Other

Address

Home Phone: (____)-____-____ Cell Phone: (____)____-____

Drivers License Number _____ State: _____ Exp. Date: _____



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Licensure (please include copy of each)

_____	_____	_____
State	Professional License #	Exp. Date
_____	_____	_____
State	Professional License #	Exp. Date
_____	_____	_____
State	Professional License #	Exp. Date
_____	_____	_____
State	Professional License #	Exp. Date

Certifications (please include a copy of each)

Employment History

Date employed: from _____ to _____ **May we contact:** yes no

Employer _____ **Specialty/Unit:** _____

Address: _____

Position Held: _____ **No. of beds:** _____ **Avg. Pt. Ratio** _____

Reason for leaving: _____

Date employed: from _____ to _____ **May we contact:** yes no

Employer _____ **Specialty/Unit:** _____

Address: _____

Position Held: _____ **No. of beds:** _____ **Avg. Pt. Ratio** _____

Reason for leaving: _____



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Date employed: from _____ to _____ May we contact: yes no

Employer _____ Specialty/Unit: _____

Address: _____

Position Held: _____ No. of beds: _____ Avg. Pt. Ratio _____

Reason for leaving: _____

Date employed: from _____ to _____ May we contact: yes no

Employer _____ Specialty/Unit: _____

Address: _____

Position Held: _____ No. of beds: _____ Avg. Pt. Ratio _____

Reason for leaving: _____

Employee Agreement – (Please sign this application after reading the following statements carefully.)

AT-WILL EMPLOYMENT STATUS

I agree that either party may terminate the employment relationship, with or without cause, at any time, for any reason, and further agree that this arrangement may only be changed by the President of Direct Staff, in writing, directed to me personally, and signed by the President of Direct Staff. I agree that I shall be bound by the rules, policies, regulations, and terms and conditions of employment. They are from time to time changed and no additional obligations can be imposed by me on the company except those that have been acknowledged, in writing by the President and Chief Executive Officer of Direct Staff, Inc or his or her designated representative. I further agree that my employment is conditional upon satisfactory completion of documentation as required by the Immigration Reform Control Act of 1986 and until such time as the results of my pre-employment physical and drug test (if such physical or drug test is requested) are known.

RELEASE OF PRIOR PERSONNEL RECORDS

I give you my permission to verify any of the information concerning my prior employment education, credit or post job offer medical history with the appropriate individuals, companies, organizations or governmental agencies and I give permission to release any information that you need, including my previous disciplinary record, without requiring them to contact me or give me written notice before revealing information to you.

DRUG-FREE EMPLOYMENT

I understand that Direct Staff maintains a policy of drug-free employment and my employment may be conditioned upon successful passing of a drug and alcohol test and that Direct Staff reserves the right to test me for drugs or alcohol at **any time** in the future should I be employed by Direct Staff. Should I fail a drug or alcohol test or fail to cooperate in the testing procedures, I understand that my employment will be subject to disciplinary action up to and including termination of employment.

_____ **Employee Initials**

LIMITATION ON TIME FOR EMPLOYMENT COMPLAINTS

I agree that any action or claim against Direct Staff, or any employee arising out of my employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within one (1) year of the event giving rise to the claims or be forever barred unless state or federal law specifies a shorter time period. I waive any limitation period to the contrary.

ARBITRATION OF DISPUTES

Direct Staff has adopted a Mandatory Complaint Procedure whereby all employment disputes relating to the employment relationship or termination are put into a dispute resolution procedure, which ultimately culminates in final and binding arbitration before a neutral arbitrator selected through the American Arbitration Association. This procedure is very low in cost and can be utilized quickly. I understand that it is a condition of employment to follow this Mandatory Complaint Procedure as long as it remains in effect and as modified from time to time. I understand that I am giving up my right to go to Court to have employment disputes decided by a jury.

ACKNOWLEDGEMENT OF FULL DISCLOSURE

I acknowledge that all of the information provided by me now or later given by me in support of my application for employment is true and complete. I understand that my employment may be terminated should Direct Staff determine that the information provided by me is not true and complete no matter when discovers by Direct Staff.

CONFIDENTIALITY

During my employment with Direct Staff, Inc. and after my employment ends, I agree not to disclose any confidential or proprietary information regarding Direct Staff or its clients. The term "Confidential Information" means all information belonging to or used by Direct Staff or its clients related to internal operations, procedures and policies, business strategies, pricing, billing information, personnel information, customer contacts, sales information, employee lists, technology, software source codes, programs, costs, marketing plans, development plans, computer programs and systems, security systems, and all other plans, proprietary information and trade secrets of every kind and character. "Confidential Information" is the exclusive property of Direct Staff and its clients. By virtue of being employed by Direct Staff, Inc., certain confidential information has been and/or will be disclosed to me. These disclosures are made solely to assist me in the performance of my responsibilities. My right to use confidential information, and the extent thereof, is at Direct Staff's sole discretion and such rights shall expire immediately upon the termination of my employment. I shall not, either during or after my employment with Direct Staff, disclose any Confidential Information for any reason or purpose contrary to the interest of Direct Staff. Or the clients to which I am assigned. Upon termination of employment, I shall immediately return all property in my possession relating to Direct Staff or the clients business. I further agree that with respect to any civil litigation involving Direct Staff, in which I am a potential witness which does not involve an actual or potential claim by me personally, I will not discuss that facts of the case with any third parties without first notifying Direct Staff or unless a representative or attorney of theirs is present

Applicant Prints Name

Applicants Signature

Date