



AllTek Staffing and Resource Group, Inc.

Pre-Application Questionnaire

Applicant Name _____

Do you have two forms of identification with you today?

[] Yes [] No

Are you willing to take a drug screen according to our policy?

[] Yes [] No

Will you release your background information inclusive of criminal records?

[] Yes [] No

- 1. I understand that I am an employee of AllTek and only I or AllTek can terminate my employment. When an assignment ends I must report to AllTek's office for my next assignment. Failure to do so or to accept my next job assignment will indicate that I have voluntarily quit and will not be eligible for unemployment benefits.
- 2. AllTek has a very strict 'NO DRUG POLICY' and I have signed a contract consenting to drug testing. I understand that my failure to comply with this agreement will be grounds for my immediate termination.
- 3. If I sustain an injury on the job, I will inform the client and AllTek immediately after the accident. AllTek will coordinate with the client and myself the proper procedure for treatment and reporting of the accident.
- 4. AllTek has authorization to check all or some of my background information and I have signed a contract to consent.
- 5. I understand and will comply with AllTek safety rules and regulations listed below.
- 6. I understand that if I sustain a work related injury I will report it to my AllTek supervisor immediately.

GENERAL SAFETY RULES

1. Report an injury to your AllTek supervisor as well as your job supervisor.
2. Report any observed unsafe condition(s) to your supervisor.
3. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol, or drugs, will not be permitted to work.
4. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
5. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition and worn when required.
6. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury
7. Maintain a general condition of good housekeeping in all work areas at all times.

Applicant Signature

Date

