



SHIELDS BUSINESS SOLUTIONS, INC.



APPLICANT INFORMATION DOCUMENT (PRINT ALL BUT YOUR SIGNATURE)

APPLICANT NAME _____ SOCIAL SECURITY # _____

CURRENT STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

YEARS AT THIS ADDRESS _____

IF YOU LIVED AT THE ABOVE ADDRESS LESS THAN 3 YEARS, FILL OUT BELOW:

PREVIOUS STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

YEARS AT THIS ADDRESS _____

DATE OF BIRTH _____ HEIGHT _____ FT _____ INCHES WEIGHT _____ LBS

U.S. CITIZEN? ____ YES ____ NO HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME? ____ YES ____ NO

IF YES, WHAT YEAR(S)? _____ TYPE OF CRIME(S) _____

DRIVING

DO YOU HAVE A VALID DRIVER'S LICENSE? ____ YES ____ NO STATE _____

D/L # _____ EXPIRATION DATE _____

HAS YOUR LICENSE BEEN SUSPENDED OR REVOKED DURING THE LAST 3 YEARS? ____ YES ____ NO

CAN YOU DRIVE A VEHICLE WITH MANUAL SHIFT TRANSMISSION? ____ YES ____ NO

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS SCHOOL				

FORMER EMPLOYERS (LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT)

DATE MO/YR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				
FROM: TO:				

CONSUMER NOTIFICATION & AUTHORIZATION

This notice is to inform you that a consumer report or an investigative consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee. This report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living from public record sources or through personal interviews with your neighbors, friends or associates. You may also have a right to request additional disclosures regarding the nature and scope of the investigation. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for employment. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the signed written employment application. I understand that I may request a copy of this document which details that a report will be requested and used for the purpose of evaluating me for employment, promotion, reassignment or retention as an employee.

SEARCH RELEASE

As part of the application process, I understand that safety, security, efficiency and integrity are of paramount importance to Shields Business Solutions, Inc.'s business success. I understand and consent that, should I become an employee of this Company, a condition of my employment and continued employment is that the company reserves the right to conduct searches of company premises, of employees and of employees' possessions or property while it is located on company premises. I understand that I will be discharged if I refuse to consent to such search.

CREDIT / CRIMINAL BACKGROUND CHECK

I hereby grant Shields Business Solutions, Inc. and its designee, Landlord Protect Co. (or a similar agency), a credit-reporting agency, the right to process this credit application for the purpose of obtaining employment. In compliance with the FAIR CREDIT REPORTING ACT, this notice is to inform you that the processing of this application includes, but is not limited to, making inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement agencies. I have the right to make a written request within a reasonable period of time to receive additional information about the nature of this investigation. The undersigned agrees that this application shall remain the property of Shields Business Solutions, Inc., if employment is granted.

FITNESS-FOR-DUTY EXAMINATION - DRUG/ALCOHOL SCREENING

In the interest of the health and safety of all employees and to safeguard the legitimate interests of Shields Business Solutions, Inc., a fitness-for-duty examination is required of all applicants. This evaluation consists of a medical screening to detect the use of illegal drugs, the misuse of prescription and over-the-counter medications and/or the abuse of alcohol. Accordingly, all applicants are required to undergo a screening test, which may require obtaining samples of breath, saliva, blood or urine. The results of this screening will be used, in part, to determine your fitness for employment. You will be disqualified from employment with the Company if it is determined that your use of chemical substances will adversely affect the safety and health of our employees, your job performance or the Company's reputation. Failure or refusal to be tested will terminate any further employment processing. In order for the medical laboratory to make a proper analysis of your specimen, please answer the following questions:

- | | | |
|--|-----------|----------|
| 1. Have you taken any medication/drugs in the past two weeks? | _____ Yes | _____ No |
| 2. Are you taking any medication prescribed by a doctor? | _____ Yes | _____ No |
| 3. Have you taken over-the-counter, non-prescription medication, such as cold tablets, weight loss pills, pain medication, cough syrup, No Doz, etc., during the past two weeks? | _____ Yes | _____ No |
| 4. Have you ingested alcohol, including mixed drinks, in the past 24 hours? | _____ Yes | _____ No |
| 5. Have you used any controlled substances during the past thirty days, including street drugs such as marijuana, PCP, cocaine or narcotics? | _____ Yes | _____ No |

If you answered YES to any of the above questions, list the names of all drugs, medication and/or type of alcoholic beverage, including mixed drinks, when they were taken, and the amount consumed:

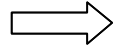
CONSENT FOR DRUG SCREENING

The undersigned hereby consents and agrees to give a sample of urine, blood, breath, and/or saliva for drug screening as part of the fitness-for-duty examination. The undersigned also understands that a condition of employment is that they must remain free of chemical substances and their influences while at work and during "on call" status. Further, the undersigned understands and consents that the Company reserves the right to conduct future fitness-for-duty examinations and that the presence of substances, which are illegal, misused and/or which adversely affect performance will be grounds for immediate discharge. The signature below acknowledges that the applicant has read and understands the foregoing statements and has answered all questions truthfully. The signature also acknowledges that any specimens provided are those of the applicant. The undersigned acknowledges that it may request a copy of this consent.

QUALITY TRAITS

Every applicant has a different temperament and personality while performing their job. In an effort to recognize your special traits, think of a word that most and least describes you while at work. **Choose only one "Most" and one "Least" in each of the following 24 groups of words.**

SAMPLE
(Fill in only 1 in each column)



	Most	Least
AMUSING	<input checked="" type="radio"/>	<input type="radio"/>
FUNNY	<input type="radio"/>	<input type="radio"/>
WITTY	<input type="radio"/>	<input type="radio"/>
ENTERTAINING	<input type="radio"/>	<input checked="" type="radio"/>

Most		Least		Most		Least		Most		Least		Most		Least	
1	gentle	<input type="radio"/>	<input type="radio"/>	7	fussy	<input type="radio"/>	<input type="radio"/>	13	aggressive	<input type="radio"/>	<input type="radio"/>	19	respectful	<input type="radio"/>	<input type="radio"/>
	persuasive	<input type="radio"/>	<input type="radio"/>		obedient	<input type="radio"/>	<input type="radio"/>		life-of-the party	<input type="radio"/>	<input type="radio"/>		pioneering	<input type="radio"/>	<input type="radio"/>
	humble	<input type="radio"/>	<input type="radio"/>		unconquerable	<input type="radio"/>	<input type="radio"/>		easy mark	<input type="radio"/>	<input type="radio"/>		optimistic	<input type="radio"/>	<input type="radio"/>
	original	<input type="radio"/>	<input type="radio"/>		playful	<input type="radio"/>	<input type="radio"/>		fearful	<input type="radio"/>	<input type="radio"/>		accommodating	<input type="radio"/>	<input type="radio"/>
2	attractive	<input type="radio"/>	<input type="radio"/>	8	brave	<input type="radio"/>	<input type="radio"/>	14	cautious	<input type="radio"/>	<input type="radio"/>	20	argumentative	<input type="radio"/>	<input type="radio"/>
	god-fearing	<input type="radio"/>	<input type="radio"/>		inspiring	<input type="radio"/>	<input type="radio"/>		determined	<input type="radio"/>	<input type="radio"/>		adaptable	<input type="radio"/>	<input type="radio"/>
	stubborn	<input type="radio"/>	<input type="radio"/>		submissive	<input type="radio"/>	<input type="radio"/>		convincing	<input type="radio"/>	<input type="radio"/>		nonchalant	<input type="radio"/>	<input type="radio"/>
	sweet	<input type="radio"/>	<input type="radio"/>		timid	<input type="radio"/>	<input type="radio"/>		good-natured	<input type="radio"/>	<input type="radio"/>		light-hearted	<input type="radio"/>	<input type="radio"/>
3	easily led	<input type="radio"/>	<input type="radio"/>	9	sociable	<input type="radio"/>	<input type="radio"/>	15	willing	<input type="radio"/>	<input type="radio"/>	21	trusting	<input type="radio"/>	<input type="radio"/>
	bold	<input type="radio"/>	<input type="radio"/>		patient	<input type="radio"/>	<input type="radio"/>		eager	<input type="radio"/>	<input type="radio"/>		contented	<input type="radio"/>	<input type="radio"/>
	loyal	<input type="radio"/>	<input type="radio"/>		self-reliant	<input type="radio"/>	<input type="radio"/>		agreeable	<input type="radio"/>	<input type="radio"/>		positive	<input type="radio"/>	<input type="radio"/>
	charming	<input type="radio"/>	<input type="radio"/>		soft-spoken	<input type="radio"/>	<input type="radio"/>		high-spirited	<input type="radio"/>	<input type="radio"/>		peaceful	<input type="radio"/>	<input type="radio"/>
4	open-minded	<input type="radio"/>	<input type="radio"/>	10	adventurous	<input type="radio"/>	<input type="radio"/>	16	confident	<input type="radio"/>	<input type="radio"/>	22	good mixer	<input type="radio"/>	<input type="radio"/>
	obliging	<input type="radio"/>	<input type="radio"/>		receptive	<input type="radio"/>	<input type="radio"/>		sympathetic	<input type="radio"/>	<input type="radio"/>		cultured	<input type="radio"/>	<input type="radio"/>
	will power	<input type="radio"/>	<input type="radio"/>		cordial	<input type="radio"/>	<input type="radio"/>		tolerant	<input type="radio"/>	<input type="radio"/>		vigorous	<input type="radio"/>	<input type="radio"/>
	cheerful	<input type="radio"/>	<input type="radio"/>		moderate	<input type="radio"/>	<input type="radio"/>		assertive	<input type="radio"/>	<input type="radio"/>		lenient	<input type="radio"/>	<input type="radio"/>
5	jovial	<input type="radio"/>	<input type="radio"/>	11	talkative	<input type="radio"/>	<input type="radio"/>	17	well-disciplined	<input type="radio"/>	<input type="radio"/>	23	companionable	<input type="radio"/>	<input type="radio"/>
	precise	<input type="radio"/>	<input type="radio"/>		controlled	<input type="radio"/>	<input type="radio"/>		generous	<input type="radio"/>	<input type="radio"/>		accurate	<input type="radio"/>	<input type="radio"/>
	nervy	<input type="radio"/>	<input type="radio"/>		conventional	<input type="radio"/>	<input type="radio"/>		animated	<input type="radio"/>	<input type="radio"/>		outspoken	<input type="radio"/>	<input type="radio"/>
	even-tempered	<input type="radio"/>	<input type="radio"/>		decisive	<input type="radio"/>	<input type="radio"/>		persistent	<input type="radio"/>	<input type="radio"/>		restrained	<input type="radio"/>	<input type="radio"/>
6	competitive	<input type="radio"/>	<input type="radio"/>	12	polished	<input type="radio"/>	<input type="radio"/>	18	admirable	<input type="radio"/>	<input type="radio"/>	24	restless	<input type="radio"/>	<input type="radio"/>
	considerate	<input type="radio"/>	<input type="radio"/>		daring	<input type="radio"/>	<input type="radio"/>		kind	<input type="radio"/>	<input type="radio"/>		neighborly	<input type="radio"/>	<input type="radio"/>
	joyful	<input type="radio"/>	<input type="radio"/>		diplomatic	<input type="radio"/>	<input type="radio"/>		resigned	<input type="radio"/>	<input type="radio"/>		popular	<input type="radio"/>	<input type="radio"/>
	harmonious	<input type="radio"/>	<input type="radio"/>		satisfied	<input type="radio"/>	<input type="radio"/>		force of character	<input type="radio"/>	<input type="radio"/>		devout	<input type="radio"/>	<input type="radio"/>

D i S C segments

28	0	0	0	0
27			1	1
26	1	1	2	2
25				
24			3	3
23				
22	2	2		4
21			4	
20				
19				
18	3	3	5	5
17	4			6
16			6	7
15	5	4	7	
14	6	5		8
13	7			
12	8			
11	9	6	8	
10	10	7	9	9
9	11	8	10	10
8	12			
7	13	8		
6	14	9		
5	15	10	11	11
4	16	11	12	12
3	17	12	13	13
2	18	13	14	14
1	19	14	15	15

Source of Applicant:

6 Ad from: _____

Ref. by: _____

5 Walk in date: _____

Other: _____

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE 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 ANY TIME WITHOUT PRIOR NOTICE."

SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

COMMENTS _____

HIRED: _____ YES _____ NO POSITION _____ DEPT _____

SALARY / WAGE _____ DATE REPORTING TO WORK _____

APPROVED: 1) _____ 2) _____ 3) _____
 DEPT. MANAGER HUMAN RESOURCES DEPT. PRESIDENT