

Employment History (Work Reference Information)

Your Name _____ Phone # (____) _____

MOST RECENT JOB: Company Name: _____

Supervisor Name: _____

Supervisor/Company Phone # (____) _____ Fax # (____) _____

Position Held _____ Pay Rate: _____

Job responsibilities: _____

Reason for leaving: _____

Dates of employment from (MM/YY) _____ to _____

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PREVIOUS JOB: Company Name: _____

Supervisor Name: _____

Supervisor/Company Phone # (____) _____ Fax # (____) _____

Position Held: _____ Pay Rate: _____

Job responsibilities: _____

Reason for leaving: _____

Dates of employment from (MM/YY) _____ to _____

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PREVIOUS JOB: Company Name: _____

Supervisor Name: _____

Supervisor/Company Phone # (____) _____ Fax # (____) _____

Position Held: _____ Pay Rate: _____

Job responsibilities: _____

Reason for leaving: _____

Dates of employment from (MM/YY) _____ to _____

INTERVIEW WORKSHEET

Name _____

Home phone _____ Cell phone _____

e-Mail address _____

Have you previously worked in a warehouse? _____ How long? _____

Are you able to lift 30 pound boxes on a frequent and consistent basis? _____

Are you able to pass a 7 year felony/misdemeanor background check? _____

Are you able to pass a comprehensive drug screen? _____

Can you work any days of the week (Monday through Sunday)? _____

Can you work any time between 5 a.m. and 1:30 a.m.? _____ 1st and 2nd shift? _____

What was your pay rate/salary at your last job? _____

What pay rate do you require in order to accept work? _____

Do you have reliable transportation to get to work on time every day? _____

Is work in the San Bernardino, Redlands, and Riverside area acceptable to you? _____

Is both full-time and part-time or on-call work acceptable to you your _____

Have you ever worked for a staffing service? _____ Have you ever worked for Kelly Services? _____ If so, when? _____

Attach the following two pages to this Interview Worksheet:

Your Resume

Employment History (Work Reference Information)