



Sterling Office Professionals Office Professionals

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 Sterling Office Professionals Office and only I or Sterling Office Professionals can terminate my employment. When an assignment ends I must report to Sterling Office Professionals 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. Sterling Office Professionals 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 Sterling Office Professionals immediately after the accident. Sterling Office Professionals office will coordinate with the client and myself the proper procedure for treatment and reporting of the accident.
- 4. Sterling Office Professionals has authorization to check all or some of my background information including criminal background and I have signed a contract to consent.
- 5. I understand and will comply with Sterling Office Professionals safety rules and regulations listed below.
- 6. I understand that if I sustain a work related injury I will report it to my Sterling Office Professionals supervisor immediately.

GENERAL SAFETY RULES

1. Report an injury to your Sterling Office Professionals 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 _____

