

# Applicant Questionnaire



1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
                     *First Name*                    *(Nickname)*                    *Middle Initial*                    *Last Name*

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
                     *Street Address*                    *City*                    *State*                    *Zip*

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Other Phone (\_\_\_\_\_) \_\_\_\_\_ Date of Birth Month: \_\_\_\_ Day: \_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

2. Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Have you ever applied with Elwood Staffing at any location? Yes No

4. Are you legally eligible to work in the United States? Yes No

5. Are you **at least** 18 years of age? Yes No

6. A drug screen will follow a tentative offer of work. A non-negative reading will stop the employment process immediately. You may, at your own expense, elect to take a second drug screen at a pre-approved laboratory. Are you willing to comply with this policy? Yes No

7. Does Elwood Staffing have your permission to conduct a background check, including consent to access, obtain and/or review criminal records, driving records, credit records, and social security number verification? Yes No

8. Elwood Staffing utilizes Direct Deposit for our associates. Your bank account information will be needed in order to **complete the hiring process**. If you do not have a bank account, you will need to register for a Payroll Card.

9. How did you hear about Elwood Staffing? \_\_\_\_\_

*All of the information I have supplied on this questionnaire is a full and complete statement of the facts.*

Signature of Applicant: \_\_\_\_\_ Today's Date \_\_\_\_\_

**Note: ALL applicants are required to complete this form unless they have applied online.**



# Application for Employment

Please print clearly the information requested on this application giving complete and accurate answers. All information will be checked for accuracy. Elwood is an equal opportunity employer. We consider applicants without regard for race, color, religion, sex, national origin, age or disability.

DATE \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_  
FIRST MI LAST

Address \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone ( ) \_\_\_\_\_ Alternate ( ) \_\_\_\_\_ (circle one: pager, cell phone, other)

Nickname \_\_\_\_\_ E-mail \_\_\_\_\_

How did you hear about our company? \_\_\_\_\_

Wage desired per hour: \$ \_\_\_\_\_ Lowest wage acceptable \$ \_\_\_\_\_

Type of work desired:  Clerical  Industrial/Manufacturing  Professional

Willing to work:  Temporary  Temp-to-Hire  Direct Placement

List all towns or cities you are willing to work in:  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Offense: \_\_\_\_\_

## Emergency Contact

List the name and telephone we may contact in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Education

Have you graduated High School or obtained a GED? Y / N Still attending? Y / N

School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Have you graduated college? Y / N Still attending? Y / N Dates Attended: \_\_\_\_\_ to \_\_\_\_\_

School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Degree Received: \_\_\_\_\_ GPA: \_\_\_\_\_ (include scale)

Major: \_\_\_\_\_

## References (List name and number of business/work references who are not related to you):

Name	Company / Position	Telephone	Years Known

# Occupational Background

## Please check all INDUSTRIES in which you have previously worked:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting / Finance      | <input type="checkbox"/> Health Services/Medical | <input type="checkbox"/> Poultry                    |
| <input type="checkbox"/> Advertising/Marketing     | <input type="checkbox"/> Information Technology  | <input type="checkbox"/> Publishing / Printing      |
| <input type="checkbox"/> Automotive                | <input type="checkbox"/> Insurance               | <input type="checkbox"/> Real Estate/Mortgage/Title |
| <input type="checkbox"/> Construction              | <input type="checkbox"/> Legal                   | <input type="checkbox"/> Retail                     |
| <input type="checkbox"/> Education                 | <input type="checkbox"/> Manufacturing           | <input type="checkbox"/> Staffing                   |
| <input type="checkbox"/> Food Services/Hospitality | <input type="checkbox"/> Plastics                | <input type="checkbox"/> Warehouse / Distribution   |

## Please check all SKILLS that apply:

### ACCOUNTING/FINANCE:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting Manager  | <input type="checkbox"/> CMA             | <input type="checkbox"/> Income Tax     |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> CPA             | <input type="checkbox"/> Loan Officer   |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> CPP             | <input type="checkbox"/> Loan Processor |
| <input type="checkbox"/> Auditor             | <input type="checkbox"/> Controller      | <input type="checkbox"/> Payroll        |
| <input type="checkbox"/> Bank Teller         | <input type="checkbox"/> Cost Accounting | <input type="checkbox"/> Property Tax   |
| <input type="checkbox"/> Bookkeeper          | <input type="checkbox"/> General Ledger  |   |

### ENGINEERING:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Engineer, Chemical   | <input type="checkbox"/> Engineer, Industrial | <input type="checkbox"/> Engineer, Quality    |
| <input type="checkbox"/> Engineer, Civil      | <input type="checkbox"/> Engineer, Mechanical | <input type="checkbox"/> Engineer, Structural |
| <input type="checkbox"/> Engineer, Electrical |   |   |

### HEALTHCARE:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administrator         | <input type="checkbox"/> Dental Hygienist  | <input type="checkbox"/> Medical Transcriptionist |
| <input type="checkbox"/> Billing Administrator | <input type="checkbox"/> Dietary Aide      | <input type="checkbox"/> Office Manager (Medical) |
| <input type="checkbox"/> Case Manager          | <input type="checkbox"/> Home Healthcare   | <input type="checkbox"/> RN                       |
| <input type="checkbox"/> Claims Administrator  | <input type="checkbox"/> ICD-9 Codes       | <input type="checkbox"/> Technician, Surgical     |
| <input type="checkbox"/> CNA                   | <input type="checkbox"/> Lab Technician    | <input type="checkbox"/> Technician, X-Ray        |
| <input type="checkbox"/> CPT Codes             | <input type="checkbox"/> LPN               |   |
| <input type="checkbox"/> Dental Assistant      | <input type="checkbox"/> Medical Secretary |   |

### IT / COMPUTER:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Database Administrator      | <input type="checkbox"/> Network Engineer | <input type="checkbox"/> Software Designer |
| <input type="checkbox"/> Computer Help Desk Operator | <input type="checkbox"/> Programmer       | <input type="checkbox"/> Web Developer     |

### INSURANCE:

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Chartered Financial Consultant (ChFC)    | <input type="checkbox"/> Insurance Agent               | <input type="checkbox"/> Series 6  |
| <input type="checkbox"/> Chartered Life Underwriter (CLU)         | <input type="checkbox"/> Life and Health License       | <input type="checkbox"/> Series 63 |
| <input type="checkbox"/> Fellow, Life Management Institute (FLMI) | <input type="checkbox"/> Property and Casualty License | <input type="checkbox"/> Series 7  |

### ALL OTHER:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Attorney                | <input type="checkbox"/> HR Consultant       | <input type="checkbox"/> Purchasing Assistant |
| <input type="checkbox"/> Counselor               | <input type="checkbox"/> HR Manager          | <input type="checkbox"/> Purchasing Manager   |
| <input type="checkbox"/> Credit / Collections    | <input type="checkbox"/> Managerial          | <input type="checkbox"/> Recruiter            |
| <input type="checkbox"/> Executive Assistant     | <input type="checkbox"/> Manufacturer's Rep. | <input type="checkbox"/> Salesperson, Inside  |
| <input type="checkbox"/> Graphic Artist/Designer | <input type="checkbox"/> Paralegal           | <input type="checkbox"/> Salesperson, Outside |
| <input type="checkbox"/> HR Assistant            | <input type="checkbox"/> Public Relations    | <input type="checkbox"/> Teacher              |

### CLERICAL:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Customer Service Representative | <input type="checkbox"/> Receptionist           |
| <input type="checkbox"/> Call Center, Inbound     | <input type="checkbox"/> Data Entry Clerk                | <input type="checkbox"/> Switchboard, 20+ lines |
| <input type="checkbox"/> Call Center, Outbound    | <input type="checkbox"/> Filing                          | <input type="checkbox"/> Telemarketer           |
| <input type="checkbox"/> Cashier                  | <input type="checkbox"/> Mail Clerk                      |   |

### INDUSTRIAL:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Assembly          | <input type="checkbox"/> Hydraulics       | <input type="checkbox"/> Powder Coating         |
| <input type="checkbox"/> Blueprint Reading | <input type="checkbox"/> Labeling         | <input type="checkbox"/> Production Line Worker |
| <input type="checkbox"/> Kanban            | <input type="checkbox"/> Material Handler | <input type="checkbox"/> Security Guard         |
| <input type="checkbox"/> Crane/Hoist       | <input type="checkbox"/> Mechanic         | <input type="checkbox"/> Supervisor             |
| <input type="checkbox"/> Foundry           | <input type="checkbox"/> Molds            |   |
| <input type="checkbox"/> General Laborer   | <input type="checkbox"/> Pneumatics       |   |

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**Please check all SKILLS that apply:****MACHINE OPERATION:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Boring Machine | <input type="checkbox"/> Die Setting         | <input type="checkbox"/> Punch/Stamping Press    |
| <input type="checkbox"/> Brake Press    | <input type="checkbox"/> Drill Press         | <input type="checkbox"/> Riveter                 |
| <input type="checkbox"/> CNC Operator   | <input type="checkbox"/> Industrial Painting | <input type="checkbox"/> Saws & Sanders          |
| <input type="checkbox"/> CNC Programmer | <input type="checkbox"/> Injection Molding   | <input type="checkbox"/> Screw Machine           |
| <input type="checkbox"/> CNC Set-up     | <input type="checkbox"/> Overhead Crane      | <input type="checkbox"/> Sewing Machine Operator |
| <input type="checkbox"/> Debur Machine  | <input type="checkbox"/> Printing Press      | <input type="checkbox"/> Machine Operator-Other  |

**MAINTENANCE/ENVIRONMENTAL:**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Auto Detail  | <input type="checkbox"/> Maintenance, Building   | <input type="checkbox"/> Maintenance, Manufacturing |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Maintenance, Electrical | <input type="checkbox"/> Maintenance, Robotics      |
| <input type="checkbox"/> Landscaper   | <input type="checkbox"/> Maintenance, Janitorial |   |

**QUALITY:**

- |   |  |                               |
|---|--|-------------------------------|
| <input type="checkbox"/> Calibration          | <input type="checkbox"/> QS                | <input type="checkbox"/> SPC  |
| <input type="checkbox"/> ISO                  | <input type="checkbox"/> Quality Inspector | <input type="checkbox"/> TQM  |
| <input type="checkbox"/> Inspection, Visual   | <input type="checkbox"/> Quality Manager   | <input type="checkbox"/> CMM  |
| <input type="checkbox"/> Micrometer & Caliper | <input type="checkbox"/> Six Sigma         | <input type="checkbox"/> PPAP |

**SKILLED TRADES:**

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Auto Mechanic       | <input type="checkbox"/> HVAC       | <input type="checkbox"/> Welding, Aluminum   |
| <input type="checkbox"/> Carpenter           | <input type="checkbox"/> Machinist  | <input type="checkbox"/> Welding, Arc        |
| <input type="checkbox"/> Construction Worker | <input type="checkbox"/> Mason      | <input type="checkbox"/> Welding, MIG        |
| <input type="checkbox"/> Electrician         | <input type="checkbox"/> Painter    | <input type="checkbox"/> Welding, Steel      |
| <input type="checkbox"/> Excavating          | <input type="checkbox"/> Soldering  | <input type="checkbox"/> Welding, Stick/Wire |
| <input type="checkbox"/> Fabrication         | <input type="checkbox"/> Tool & Die | <input type="checkbox"/> Welding, TIG        |
| <input type="checkbox"/> Framer              | <input type="checkbox"/> Toolmaker  |  |

**WAREHOUSE/DISTRIBUTION:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Bills of Lading     | <input type="checkbox"/> Packaging               | <input type="checkbox"/> Reach Truck              |
| <input type="checkbox"/> Cherry Picker       | <input type="checkbox"/> Shrink Wrap Machine     | <input type="checkbox"/> Scissor Lift             |
| <input type="checkbox"/> Clamp/Squeeze Truck | <input type="checkbox"/> Pallet Jack (hand jack) | <input type="checkbox"/> Shipping/Receiving Clerk |
| <input type="checkbox"/> Forklift (Sit Down) | <input type="checkbox"/> Pallet Rider            | <input type="checkbox"/> UPS/RPS                  |
| <input type="checkbox"/> Forklift (Stand Up) | <input type="checkbox"/> Pick/Pack               |   |
| <input type="checkbox"/> Inventory Control   | <input type="checkbox"/> RF Scanner              |   |

**SOFTWARE:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Abra / HR Software                       | <input type="checkbox"/> Kronos               | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Adobe Illustrator                        | <input type="checkbox"/> Lotus/Lotus Notes    | <input type="checkbox"/> Oracle         |
| <input type="checkbox"/> CAD                                      | <input type="checkbox"/> Mac Draw/Mac Paint   | <input type="checkbox"/> Pagemaker      |
| <input type="checkbox"/> CAM                                      | <input type="checkbox"/> Microsoft Access     | <input type="checkbox"/> Quark Express  |
| <input type="checkbox"/> C/C++ Programming                        | <input type="checkbox"/> Microsoft Excel      | <input type="checkbox"/> SQL            |
| <input type="checkbox"/> Crystal Reports                          | <input type="checkbox"/> Microsoft Outlook    | <input type="checkbox"/> StaffSuite     |
| <input type="checkbox"/> Dbase III Database (Dbase, Foxpro, etc.) | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Visual Basic   |
| <input type="checkbox"/> DOS                                      | <input type="checkbox"/> Microsoft Publisher  | <input type="checkbox"/> WordPerfect    |

**ACCOUNTING SOFTWARE:**

- |                                       |                                    |                                      |
|---------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> ADP          | <input type="checkbox"/> MAS 90    | <input type="checkbox"/> Quick Books |
| <input type="checkbox"/> Great Plains | <input type="checkbox"/> Peachtree |                                      |

**DATA ENTRY:**

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Alphanumeric | <input type="checkbox"/> Transcription | <input type="checkbox"/> 10-Key (by touch) |
| <input type="checkbox"/> Numeric      | <input type="checkbox"/> Typing        |  |

**OPERATING SYSTEMS:**

- |                                    |                                  |                                 |
|------------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> MacIntosh | <input type="checkbox"/> Windows | <input type="checkbox"/> AS 400 |
|------------------------------------|----------------------------------|---------------------------------|

**LICENSES HELD:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> CDL License Class A | <input type="checkbox"/> CDL License Class B | <input type="checkbox"/> CDL License Class C |
| <input type="checkbox"/> Chauffeur's License | <input type="checkbox"/> Delivery Driver     |  |

## Language Proficiency

**Please check all LANGUAGES in which you are proficient:**

- |                                  |                                  |                                   |
|----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> German  | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> English | <input type="checkbox"/> Italian | <input type="checkbox"/> Spanish  |
| <input type="checkbox"/> French  |                                  |                                   |

## Equipment Owned

**Please check all EQUIPMENT you own:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Box Knife       | <input type="checkbox"/> Hard Hat        | <input type="checkbox"/> Steel-Toe Shoes |
| <input type="checkbox"/> Carpentry Tools | <input type="checkbox"/> Leather Gloves  | <input type="checkbox"/> Welding Hood    |
| <input type="checkbox"/> Ear Plugs       | <input type="checkbox"/> Machinist Tools | <input type="checkbox"/> Work Boots      |
| <input type="checkbox"/> Hand Tools      | <input type="checkbox"/> Safety Glasses  |  |

## Physical Preference / Ability:

**Number of pounds you will lift:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> No Lifting                   | <input type="checkbox"/> 50 pounds-repetitive lifting  | <input type="checkbox"/> 100 pounds-repetitive lifting |
| <input type="checkbox"/> 25 pounds-occasional lifting | <input type="checkbox"/> 75 pounds-occasional lifting  | <input type="checkbox"/> Will lift repetitively        |
| <input type="checkbox"/> 25 pounds-repetitive lifting | <input type="checkbox"/> 75 pounds-repetitive lifting  | <input type="checkbox"/> No repetitive lifting         |
| <input type="checkbox"/> 50 pounds-occasional lifting | <input type="checkbox"/> 100 pounds-occasional lifting |  |

**Please check all that apply:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Sit Down Work Only | <input type="checkbox"/> Will Stand for 8-Hour Shift | <input type="checkbox"/> Will Stand for 12-Hour Shift |
|---|--|---|

## Availability:

**Please check all that apply:**

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Part-Time                        | <input type="checkbox"/> Weekend work only  | <input type="checkbox"/> 1st Shift |
| <input type="checkbox"/> Full-Time                        | <input type="checkbox"/> School breaks only | <input type="checkbox"/> 2nd Shift |
| <input type="checkbox"/> Will work short-term assignments | <input type="checkbox"/> Will work overtime | <input type="checkbox"/> 3rd Shift |

# Employment History

<b>Employer</b>	Phone	Dates Employed (month/year)	Position Held
Address		____/____ to ____/____	Job Responsibilities
Immediate Supervisor/Title		Hourly Wage Starting                      Ending	
Reason for leaving		\$_____/hr to \$_____/hr	
<b>Employer</b>	Phone	Dates Employed (month/year)	Position Held
Address		____/____ to ____/____	Job Responsibilities
Immediate Supervisor/Title		Hourly Wage Starting                      Ending	
Reason for leaving		\$_____/hr to \$_____/hr	
<b>Employer</b>	Phone	Dates Employed (month/year)	Position Held
Address		____/____ to ____/____	Job Responsibilities
Immediate Supervisor/Title		Hourly Wage Starting                      Ending	
Reason for leaving		\$_____/hr to \$_____/hr	
<b>Employer</b>	Phone	Dates Employed (month/year)	Position Held
Address		____/____ to ____/____	Job Responsibilities
Immediate Supervisor/Title		Hourly Wage Starting                      Ending	
Reason for leaving		\$_____/hr to \$_____/hr	

Please list your **last four places of employment** and/or military experience **beginning with your most recent employer**.

**COMMENTS:** (Including explanation of any gaps in employment):

**Consent to Contact**

I authorize Elwood to contact me by telephone, email, or any other mode of communication, whether in person or by automated system, with respect to my application for employment with Elwood. I understand it is solely my responsibility to promptly inform Elwood in the event any of the contact information provided in my application changes.

Initials: \_\_\_\_\_

**Consent for Testing and Substance Analysis**

I authorize Elwood to conduct drug/alcohol screening analysis both during the application process and at random in the event I am offered and accept employment. I have been informed that urine and/or biological specimens will be analyzed for the presence of drugs, controlled substances, and alcohol. I authorize disclosure of test results to Elwood, realizing such results will be used in the final employment decision. I authorize Elwood to disclose the test result to the Client Company in which I am, will be, or may be assigned.

I authorize Elwood to conduct a drug screen in the event a job accident or injury is reported in accordance with Elwood policy.

Initials: \_\_\_\_\_

**Background Information Release**

I authorize Elwood to obtain and examine either on its own or through a Consumer Reporting Agency any and all criminal and arrest records, credit reports, education, past employment, social security number verifications, and Bureau of Motor Vehicles records on file in any State or Federal jurisdiction in the United States of America. I authorize Elwood to disclose the results to the Client Company in which I am assigned or will be assigned.

I authorize the release of such information and waive any right under state law concerning notification of the request for a release of such background information. In the event state law does not provide for prospective employers to have access to information, I delegate Elwood as my agent for receipt of such background information. I understand that the scope of the investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

I authorize Elwood and any Client Company interested in my services to collect and release information concerning my skills, abilities, work history, military history, and credit history/standing/worthiness.

Upon my request, I will be informed whether or not a consumer report was requested along with the name and address of the consumer reporting agency furnishing the report.

Should Elwood decide not to hire me or take some other adverse employment action against me, based wholly or in part on information obtained from a consumer report, Elwood will notify me of this fact and provide me with a copy of the consumer report relied on along with a description of my rights under federal and state law.

I authorize all of my present and past employers and listed references to release information concerning my skills, abilities, and work history to Elwood and any Client Companies. I waive any right I may have to receive a copy of any written statement provided by any of my former employers to Elwood. I agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

Initials: \_\_\_\_\_

**Full and Complete Statement of Facts**

All information I have supplied on this application is a full and truthful statement of the facts. I understand any misrepresentation, inaccuracy, or omission may result in termination of the application process or discharge regardless of the date of discovery. I understand that if employed, my employment will not be for any fixed period of time and Elwood may terminate me at any time.

Initials: \_\_\_\_\_

I have read and acknowledge my understanding of the above statements.  
I understand that if I fail to sign this consent form, the employment process will be discontinued.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Matching Questions:**

Score: Matching \_\_\_\_\_ Math \_\_\_\_\_ Following Instructions \_\_\_\_\_

Listed below are pairs of numbers, letters and symbols. If a pair matches EXACTLY, place an "X" on the line between the combinations.

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. SNN1234AQ _____ SHN1239AQ       | 6. FEIO07564 _____ FEIO07564       |
| 2. LANE 15691 H _____ LANE15691 H  | 7. NOFIBB68529 _____ N0FIBB68529   |
| 3. PART XYZ8320 _____ PART XYZ8320 | 8. 15S563LIJ _____ 15S63LIJ        |
| 4. AANR2538 _____ AANR5538         | 9. %%\$\$sSs696 _____ %%\$\$sSs696 |
| 5. SGUNS178543 _____ SGUN178543    | 10. BZq996pKxz _____ BZq996pkXz    |

**Math questions:**

- |   |   |
|---|---|
| <p>11. Add these numbers: <math>250 + 185 + 36</math></p> <p>A. 441<br/>B. 451<br/>C. 461<br/>D. 471<br/>E. None of the above</p>   | <p>12. How many inches are in a foot?</p> <p>A. 1.2<br/>B. 1.20<br/>C. 120<br/>D. 36<br/>E. None of the above</p>   |
| <p>13. If someone works 8 hours 15 minutes on Monday and 8 hours 30 minutes on Tuesday, how much time did he/she work for both days?</p> <p>A. 16 hours<br/>B. 16 hours 45 minutes<br/>C. 16.75 hours<br/>D. Both B &amp; C<br/>E. None of the above</p>  | <p>14. A worker can pack 25 cartons every hour. A normal workday has 8 hours. How many cartons can a worker pack in one workday?</p> <p>A. 125<br/>B. 175<br/>C. 200<br/>D. 215<br/>E. 225</p>  |
| <p>15. A worker earns \$8.50 per hour. Last week he/she worked 39 regular time hours. If \$55.00 is taken out for taxes, what will be the take home pay?</p> <p>A. \$27.65<br/>B. \$2,765.00<br/>C. \$276.50<br/>D. \$276.00<br/>E. None of the above</p> | <p>16. A pallet contains 20 cartons. Each carton has 20 parts inside. All cartons are full except 1 carton, which has only 19 parts. How many total parts are there?</p> <p>A. 399<br/>B. 3,999<br/>C. 39<br/>D. 401<br/>E. None of the above</p> |
| <p>17. Worker "A" can stack 240 cartons in a day. Worker "B" can stack 275 cartons in a day. How many cartons will be stacked in a week if they both work 5 days?</p> <p>A. 2,575<br/>B. 2,757<br/>C. 515<br/>D. 275<br/>E. None of the above</p>         | <p>18. Worker "A" stacks 800 boxes in an 8-hour day. How many boxes will be stacked in only 2 hours?</p> <p>A. 808<br/>B. 2000<br/>C. 200<br/>D. 6400<br/>E. None of the above</p>  |
| <p>19. 45 minutes equals:</p> <p>A. .75 hours<br/>B. 1.45 hours<br/>C. 45 seconds<br/>D. 2700 seconds<br/>E. Both "A" and "D"</p>   | <p>20. Add these fractions: <math>1/8 + 1/8 + 1/16</math></p> <p>A. 5/8<br/>B. 10/16<br/>C. 5/16<br/>D. Both "A" and "B"<br/>E. None of the above</p>   |



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**Following written instructions questions:**

- Elwood requires each associate to attend all regularly scheduled workdays and to arrive on time.
- Missing any time could result in termination.
- If for any reason you are unable to report to work, call our office as soon as possible, but, by all means prior to the start of your shift.
- If you don't call or show for your scheduled workday your assignment will be ended.
- You should never leave work early without notifying your supervisor in advance.

21. Elwood requires each associate to attend:
- A. The majority of their scheduled work days.
  - B. As many workdays as possible without being an inconvenience.
  - C. All regularly scheduled workdays and to arrive on time.
  - D. All regular hours but not scheduled overtime or weekend work.
22. Missing any work can result in:
- A. Bonuses and pay increases
  - B. Reassignment to another job where they don't care about attendance
  - C. Termination from employment
  - D. No action will result if you miss work.
23. If you need to leave work before the end of the scheduled day, you must notify your supervisor prior to leaving.
- A. True
  - B. False
24. If for any reason you are unable to report to work:
- A. Don't worry and show up the next day.
  - B. Bring a Doctor's slip, if possible, to your supervisor.
  - C. Call the Elwood office prior to the start of your shift.
  - D. Call Elwood by the END of your shift.
25. If you don't follow proper procedure of reporting an absence, your assignment will not be affected.
- A. True
  - B. False

- If you are injured on the job, no matter how slightly, report it to your supervisor and to Elwood immediately.
- We will advise you, if necessary, where to seek treatment.
- Failure to immediately report a work-related accident or injury could result in your treatment not being covered by Workers' Compensation and in your termination from employment.
- Accidents may happen in a few seconds, but the injuries can last a lifetime.

26. Accidents take a long time to happen and injuries usually only last a few minutes.
- A. True
  - B. False
27. All accidents/injuries, no matter how serious
- A. Must be reported to the supervisor and to Elwood.
  - B. Should only be reported if the employee is seriously injured.
  - C. Should be reported within 14 days.
28. If treatment for a work-related injury is necessary:
- A. Go to your family Doctor
  - B. Visit the nearest Emergency Room
  - C. Elwood will advise you where to seek treatment.
29. Failure to immediately report a work-related accident
- A. Is a violation of Elwood policy
  - B. Could result in the injury not being covered by Workers' Comp. Insurance.
  - C. Both A and B

- At Elwood we see the worker as a partner who joins us to provide an essential service to an employer.
- We refer to our workers as associates.
- We strive to treat all associates with dignity and respect and to make their work assignments with Elwood positive, safe and financially rewarding.

30. Elwood values their associates and views them as partners providing a service to an employer.
- A. True
  - B. False