Candidate Registration Form

Thank you for registering with [Agency Name]. We use this information only to match you with jobs and contact you about them. Fields marked optional can be left blank. Do not include your date of birth, Social Security number or bank details on this form; we collect those securely only if you are hired. Questions: [Branch Phone / Email].

CONTACT DETAILS

First name

Last name

Preferred name (optional)

Mobile phone

Email

City, state and ZIP code

Preferred contact method

☐ Text message ☐ Phone call ☐ Email ☐ WhatsApp

☐ I agree to receive text messages about jobs and assignments (message and data rates may apply; reply STOP to opt out)

Preferred language for communication (optional)

WORK YOU ARE LOOKING FOR

Type of work

☐ Temporary ☐ Temp-to-hire ☐ Permanent / direct hire ☐ Any

Job types or titles you want (list up to 3)

Industries or settings you prefer or want to avoid

Date you can start

Hours per week wanted

☐ Full-time (35+) ☐ Part-time (under 35) ☐ Flexible / as available

Shifts you can work

☐ Days ☐ Evenings ☐ Nights / overnight ☐ Weekends ☐ Rotating ☐ Any

Days or times you cannot work

Minimum pay you would accept (hourly or annual)

How far you can travel to work (miles or minutes)

Transportation

☐ Own vehicle ☐ Public transit ☐ Rideshare / carpool ☐ Need a site on a transit route

EXPERIENCE AND SKILLS

Most recent job: employer, title, dates

Previous job: employer, title, dates

Previous job: employer, title, dates

Skills and equipment you can use (for example forklift, POS, Excel, EHR systems, pallet jack, call center software)

Licenses and certifications with expiry dates (for example forklift certification, CNA, CDL class, food handler, OSHA 10)

Languages spoken and level

Typing speed (if known, for office roles)

Highest education or training completed (optional)

☐ Resume attached

WORK AUTHORIZATION

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require visa sponsorship to work in the United States?

☐ No ☐ Yes

☐ If hired, you will complete Form I-9 and show original documents of your choice from the lists of acceptable documents. Do not attach documents to this form.

JOB REQUIREMENTS

Are you willing to complete a background check and/or drug test if a client requires it for a specific job? (You will receive separate disclosure and consent forms first.)

☐ Yes ☐ Depends on the job ☐ No

Can you perform the essential functions of the jobs you are applying for, with or without reasonable accommodation? (For example lifting up to [50] lbs, standing for a full shift.)

☐ Yes ☐ I would like to discuss an accommodation

HOW YOU FOUND US

Source

☐ Job board ☐ Our website ☐ Social media ☐ Referred by a friend or current worker

☐ Walk-in ☐ Hiring event ☐ Text or email from us ☐ Other

If referred: name of person who referred you

CONSENT AND REPRESENTATION

☐ I confirm the information I have given is true and complete. I understand false information may lead to removal from consideration.

☐ I agree that [Agency Name] may store and use my information to find me work, and may share my profile with clients for specific jobs. I have read the privacy notice at [Privacy Notice URL].

☐ I understand [Agency Name] will ask my permission before submitting me to a specific client for a permanent or direct-hire role.

☐ I understand registering does not guarantee a job or assignment, and I will never be charged a fee for being placed.

Signature

Date

Date

AGENCY USE ONLY

Recruiter

Branch

Registration interview completed

☐ In person ☐ Phone ☐ Video ☐ Not yet

Skills checks completed and results

Status

☐ Active: ready to place ☐ Active: needs credentials ☐ On assignment
☐ Not suitable at this time ☐ Do not contact

Matched job orders

Notes (job-related only)