ACTION GROUP
STAFFING

LIGHT INDUSTRIAL- PHYSICAL REQUIREMENTS AND WORK CONDITIONS

The following are work environment conditions and physical requirements pertaining to certain work assignments. The physical requirements are in addition to skills, certification(s), experience level and/or other qualifications as required by our Clients.

Please read and consider each of the following very carefully.

Many work assignments often require the ability to perform some or all (but not limited to) the following functions and abilities:

1. Ability to stand for long periods of time
2. Repeated bending, stooping, standing and/or walking consistently throughout an 8 to 12 hour shift.
3. Ability to lift and/or carry over 40 lbs.
4. Ability to work around dust, which may then require wearing a mask and/or respirator throughout the shift.
5. Must wear proper safety equipment (i.e.: hard hats, goggles, respirators, etc.) at all times; as required by Client's Safety Program
6. Ability to grip, grasps, and/or twist hands and wrists regularly.
7. Ability and willingness to work up to a 10-hour shift, when required.
8. Ability to comprehend and follow directions regarding all Health and Safety Policies and Procedures.
9. Ability to climb stairs while carrying a heavy load.

LIGHT INDUSTRIAL- POST EMPLOYMENT OFFER- MEDICAL QUESTIONAIRE

All employees are required to provide complete and truthful information regarding their health conditions and physical abilities, and if necessary, submit to an examination by a company-designated physician. This information will be used to determine appropriate job placement. Answers will not be used to disqualify an otherwise qualified person who may have a mental or physical disability.

Please indicate Yes or No with your INITIALS

1. Do you have any physical conditions or have you ever sustained an injury that may effect your ability to perform any of the physical duties as described above? Yes _____ No____
2. Can you stand for long periods of time? Yes _____ No____
3. Can you bend and stoop consistently throughout an 8-12 hour shift? Yes _____ No____
4. Can you lift and/or carry over 50 lbs regularly during a shift? Yes_____ No____
5. Can you work around dust and wear a respirator if required? Yes_____ No____
6. Can/Will you wear all the proper safety equipment, i.e.: hardhat, goggles, etc.? Yes_____ No____
7. Can you grip, grasp, or twist your hands and wrists regularly throughout a shift? Yes_____ No____
8. Can/Will you work a 12-hour shift if and when required? Yes_____ No____
9. Can/Will you read and understand all hazardous and safety information? Yes_____ No____
10. Can you climb stairs and carry loads during your shift? Yes_____ No____
11. Do you have any back problems or have you ever sustained a back injury? Yes_____ No____
12. Do you have any wrist problems, including carpal tunnel syndrome? Yes_____ No____
13. Are you willing to submit to a drug test, if required by Company and or Client? Yes_____ No____
    (if you fail, you will be required to pay for the test)
14. Have you ever filed a workers comp claim? Yes_____ No____
    (**IF yes**, list date and nature of injury, % of disability, and restrictions if any, if more space is needed use back side)
    _____
    _____
15. Have you read everything on this page and do you fully understand all of the questions? Yes_____ No____

_____ Print Full Legal Name

_____ Social Security Number

_____ Employee Signature

_____ Date

Profiles- INDUSTRIAL

Last Name	First Name	Middle Name

Industrial Experience

Check the Skills in which you have experience, indicate the number of years of experience in the space provided

Job Title — Years Experience

- ❑ Assembly Line Worker....._____
- ❑ Construction Worker....._____
  - ❑ Carpenter....._____
  - ❑ Electrician....._____
  - ❑ Plumber....._____
  - ❑ Painter....._____
  - ❑ HVAC Technician._____
  - ❑ Concrete Worker._____
- ❑ Driver
  - ❑ Forklift....._____
  - ❑ Forklift Certified..._____
  - ❑ Delivery....._____
  - ❑ CDL- A....._____
  - ❑ CDL- B....._____
  - ❑ CDL- B w/airbrakes_____
  - ❑ CDL – C....._____
- ❑ Oil Field ....._____
  - ❑ Pusher
  - ❑ Roustabout
  - ❑ General labor
- ❑ Heavy Equipment Operator.._____
  - ❑ Bobcat/Bobtail
  - ❑ Front end loader
  - ❑ Brush Hog/ Tractor
  - ❑ Other_____

Years Experience

- ❑ General Labor ....._____
- ❑ General Repair Worker....._____
- ❑ Grounds/Yard Worker....._____
  - ❑ Lay SOD
  - ❑ Mowing
  - ❑ Planting
- ❑ Housekeeper....._____
- ❑ Machine Operator....._____
  - ❑ Brake/Shear
  - ❑ Palletizer
  - ❑ Grinder
  - ❑ Case Packer
  - ❑ Plastic Molding
  - ❑ Other _____
- ❑ Machinist....._____
  - ❑ CNC
  - ❑ Engine
  - ❑ Manual
  - ❑ Other _____
- ❑ Janitor....._____
  - ❑ Industrial
  - ❑ Residential
- ❑ Beverage Industry....._____
  - ❑ Maintenance Mechanic
- ❑ Electrician....._____
  - ❑ Journeyman
  - ❑ Apprentice

Years Experience

- ❑ Mechanic....._____
  - ❑ Auto
  - ❑ Truck
  - ❑ Diesel
  - ❑ Small engine
- ❑ Warehouse worker....._____
  - ❑ Shipping/Receiving
  - ❑ Stocking
  - ❑ Ordering
  - ❑ Inventory
- ❑ Welder....._____
  - ❑ Certified?
  - ❑ Stick
  - ❑ Mig/Pulse Mig
  - ❑ Fluxcore
  - ❑ Tig/Heliarc
  - ❑ Sheet Metal
  - ❑ Pipe welding
  - ❑ Fitter-welder

LANGUAGES

- ❑ English
- ❑ Spanish
- ❑ French
- ❑ Portuguese
- ❑ Other _____

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Profiles- ADMINISTRATIVE

Last Name	First Name	Middle Name

Administrative Experience

Check the job titles and skills in which You have experience Indicate the number of Years of experience in the space provided

Job Title — Years Experience

- ❑ Administrative Assistant....._____
- ❑ Cashier....._____
- ❑ Customer Service Rep ....._____
- ❑ Data Entry Operator....._____
- ❑ Executive Secretary....._____
- ❑ File Clerk....._____
- ❑ General Office Clerk ....._____
- ❑ Insurance Billing Coder....._____
- ❑ Office Manager....._____
- ❑ Phone Cons. Attendant....._____
- ❑ Receptionist....._____
- ❑ Secretary....._____
- ❑ Teller....._____

SKILLS

- ❑ Phone Lines....._____
  - ❑ 1-4 Lines
  - ❑ 5-9 Lines
  - ❑ 10-24 Lines
  - ❑ 25+ Lines
- ❑ Typing....._____
  - ❑ Under 25 wpm
  - ❑ 25-50 wpm
  - ❑ 50-70 wpm
  - ❑ 80-100 wpm
  - ❑ OTHER_____

Years Experience

- ❑ Data Entry: ....._____
  - ❑ Less than 4,000 kph
  - ❑ 4,000-6,999 kph
  - ❑ 7,000-9,999 kph
  - ❑ 10,000+
- ❑ 10-Key....._____
  - ❑ Less than 4,000 kph
  - ❑ 4,000-6,999 kph
  - ❑ 7,000-9,999 kph
  - ❑ 10,000+ kph

MISCELLANEOUS SKILLS

- ❑ Call Center....._____
- ❑ Purchasing....._____
- ❑ Shorthand/Speedwriting....._____
- ❑ Transcription....._____
- ❑ Accounts Receivable....._____
- ❑ Accounts Payable....._____
- ❑ Payroll....._____

Years Experience

- ❑ Word Processing....._____
  - ❑ MS Word
  - ❑ Word Perfect
  - ❑ Word Pro/ Ami Pro
  - ❑ Other _____
- ❑ Spreadsheet....._____
  - ❑ MS Excel
  - ❑ Lotus
  - ❑ Other _____
- ❑ Databases....._____
  - ❑ MS Access
  - ❑ Approach
  - ❑ Dbase
  - ❑ Other _____
- ❑ Presentation/Graphics/Desktop Publishing
  - ❑ MS Power Point
  - ❑ Photoshop
  - ❑ Other _____

LANGUAGES

- ❑ English
- ❑ Spanish
- ❑ French
- ❑ Portuguese
- ❑ Other _____

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