

INSTRUCTIONS

This form is to be turned in at the end of each pay period, along with time sheet.

You should apply with only those businesses for which you have skills to perform the job in question.

It is to be completed by you, and not the company or the business which you made application.

You must attach a business card, a copy of the help wanted ad, or brochure from the business.

If you fail to submit the forms twice a month, we will follow-up with a phone call.