

**REACTIVATE FLOW SHEET**

DATE: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE# \_\_\_\_\_ MESSAGE PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ SHIFT(S) AVAILABLE \_\_\_\_\_

HOURLY WAGE REQUIRED: \_\_\_\_\_ VALID DRIVERS LICENSE: Yes / No

PROFESSIONAL/TECHNICAL \_\_\_\_\_ ADMINISTRATIVE \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_

PART-TIME      FULL-TIME      TEMP      TEMP-TO-HIRE      DIRECT HIRE

EMPLOYMENT HISTORY						
Start Date Month/Year	End Date Month/Year	Employer Name	Address City, State, Zip	Position	Hourly Rate	Reason for Leaving

**TO BE COMPLETED BY DICKEY STAFFING PERSONNEL ONLY**

Change in W-4 Status: FEDERAL \_\_\_\_\_ STATE \_\_\_\_\_  
 (New forms must be completed before any changes can be made)

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Do you still have a current copy of our Employee Guide? If not, you need to come into the office and pick up a copy.**

**You are responsible for all information contained in the Employee Guide.**

**Give conditional job offer.**