



1091 Oakleaf Plantation Parkway  
Orange Park, FL 32065

Phone: 855-792-2808  
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**Employee Leasing Application**

Client Company: \_\_\_\_\_

Location: \_\_\_\_\_

**Employee Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Social Security: \_\_\_-\_\_\_-\_\_\_ Date of birth: \_\_\_-\_\_\_-\_\_\_ Home/Cell: \_\_\_-\_\_\_-\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Gender: \_\_\_\_\_ Email address: \_\_\_\_\_

Emergency contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency contact phone: \_\_\_\_\_

**Employee Position:**

Job/Position: \_\_\_\_\_ Workers' Comp Code# \_\_\_\_\_

Job Description: \_\_\_\_\_

Rate of Pay: Hourly \$ \_\_\_\_\_ Salary \$ \_\_\_\_\_ Commission \$ \_\_\_\_\_ Piece work \$ \_\_\_\_\_ Tips \$ \_\_\_\_\_

**Before Payroll Can be processed All applicants must complete and sign the following:**

- Employee Information Section
- W-4 Form (Listing Marital status and filing status)
- Copy of Driver's License
- Signed I9 Form

**~The above information must be submitted to Applied Business Solutions to become eligible~**