

Application Builder

The Application Builder is an employment application that is incorporated into your online process. myStaffingPro® allows you to design your online employment application with over twenty available modules, and several custom fields that can be modified at any time.

Features

- ▼ **Application Modules** – Design your application by selecting from the following modules:
 - Education
 - Employment History (Standard and DOT)
 - Military Experience
 - Skills
 - Licenses and Certifications
 - Work Schedule
 - Additional Information
 - References

- ▼ **Verification Modules** – Collect data and acknowledgements for background checking using the standard verification modules:
 - Driving Record
 - SSN
 - Date of Birth
 - Previous Name(s)
 - Previous Address(s)
 - Criminal History

- ▼ **AppBuilder Document** – Users may open and print the Application Builder PDF document, and send it as an email attachment. The document configuration will reflect the modules the client utilizes.

Please contact your Sales Representative for additional functionality and pricing information.

Application Builder

The screenshot shows the 'Education' module form. It includes fields for 'Name of Institution', 'Location of Institution' (with city, state, and zip dropdowns), 'Institution Type' (with a dropdown menu), 'Major', 'Degree Level Attained', 'Completion Date' (with a date picker), 'Overall GPA', 'Last Year Attended' (with a dropdown menu), and a 'Description of Education' text area. A note at the top right states 'Required fields are marked with *'.

Application Builder – Education and Employment History Pages

The screenshot shows the 'Employer' information form. It includes fields for 'Employer', 'Present Employer?' (radio buttons for Yes/No), 'Volunteer Experience?' (radio buttons for Yes/No), 'Address of Employer' (with city, state, and zip dropdowns), 'Phone Number', 'Title', 'Start Date' and 'End Date' (with date pickers and a note that end date is required for all but present employer), 'Supervisor' (with a 'May we contact?' checkbox for Yes/No), 'Last Rate of Pay', 'Pay Type' (with a dropdown menu and a note 'unless volunteer'), and 'Reason for Leaving' (with a dropdown menu and a note 'required for all but present employer').

