



Santa Fe College Referred Applicant Instructions

CONGRATULATIONS! You have been selected as a candidate for employment with TempForce and a position at Santa Fe College.

- Please contact Jamie Sweigard with TempForce at (352) 378-2300 or by email at jsweigard@tempforce.net to schedule an appointment and begin your application process
- **BE SURE TO IDENTIFY YOURSELF AS A REFERRED CANDIDATE FOR A POSITION AT SANTA FE**
- Appointments may be scheduled between 9 AM to 3 PM, Monday – Wednesday and Friday – Should you have difficulty scheduling during these hours, please advise us and we will work to accommodate your scheduling issues
- Please note that you will still be required to complete our full application and screening process including employment verification, references, criminal background screen and a drug test – **You will need to allow yourself up to two (2) hours for your appointment**
- At the time of hire you will also be required to have proper identification to complete the e-Verify Form I-9 for employment authorization – A complete list of acceptable identification documents may be found on the last page of the Form I-9 on the following site: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

TempForce Address/Directions: 4740 NW 39th Place, Suite A
 Gainesville, FL 32606
 Located in Magnolia Park off of NW 39th Avenue

WHAT YOU NEED – Please be prepared to provide us with the following documents and information:

- LEGAL FORM(S) OF IDENTIFICATION – For completion of Form I-9. Some *examples* of acceptable documents are: State issued Drivers Licenses/Identification Card, Social Security Card, Current Passport, Original or Certified copy of your birth certificate or Work Authorization Card, etc. See above link to view a complete list of acceptable ID's.
- COMPLETE WORK HISTORY FOR ALL EMPLOYERS 10 YRS PRIOR – this should include company names, addresses, phone numbers, dates of employment, positions held, names of supervisors and supervisor emails if available.
 - If part of your work history includes service in a branch of the U.S Military, please bring a copy of your DD214.
 - If you have worked for companies that have been sold, are no longer in business or may be difficult to contact for verification, bringing W-2's from those employers for each year you worked will assist in faster processing of your application for hire. PLEASE NOTE: You may obtain W-2 history from the IRS by completing Form 4506-T found online at <http://www.irs.gov/Individuals/Tax-Return-Transcript-Types-and-Ways-to-Order-Them> and requesting a **Wage and Income Transcript** or you may visit the local IRS office located in the downtown 104 N Main Street, Suite 301, Gainesville, FL 32601.
- PERSONAL REFERENCES – Names, email addresses and phone numbers to contact – Please be prepared with a minimum of 3 references that are professional contacts that you have worked for, volunteered with or have been mentored by (i.e. teacher, guidance counselor, coach, etc.).

TEMPFORCE IS A DRUG FREE WORKPLACE
YOU WILL BE REQUIRED TO TAKE A PRE – EMPLOYMENT DRUG SCREEN
SHOULD YOU BE OFFERED EMPLOYMENT