

WELCOME TO GENERAL BUSINESS SERVICES, INC.

General Business Services, Inc. has provided quality service in the Midwest since 1959. We are a professional inventory service whose responsibility it is to count the value of our customers' physical inventory. Data obtained from these inventories supplies our clients with key information for efficient business management.

Our flexible work schedule enables you to work a variety of hours to fit your personal lifestyle. It allows you to make choices and changes in the amount of time you spend working for General Business Services, Inc.

When you become a part of the General Business Services, Inc. team, your ability to provide an accurate count of merchandise is of the utmost importance to our clients and to our company. Hiring dependable employees is essential to ensure continued success. If you are a person of integrity, are conscientious and concise, you are invited to join our team of "inventory professionals".

INVENTORY AUDITOR REQUIREMENTS

The Inventory Auditor position is an expanded part time position. The work we have available is at various times throughout the week and weekend.

Our workload varies from week to week and is scheduled four to fourteen days in advance. Work schedules are prepared in accordance with employee availability. You will indicate your availability on the attached availability chart.

The hours and days of our work are controlled by the needs of our customers. The average inventory takes four to six hours. We do not guarantee any certain number of work hours per week. Hours are distributed on the basis of availability and the ability of the employee to perform to our requirements.

Our work involves the use of a ten key calculator. It is necessary to learn to operate the calculator by touch. We assume that all prospective employees are unskilled in the use of a ten key calculator and in inventory taking methods and will train you and allow you to develop skills through on-the-job experience.

Our dress code requires men and women to wear solid color slacks or pants and solid color shirt, blouse, or sweater with sleeves. All inventory employees are required to purchase and wear a company polo shirt. This is a tax-deductible item. Blue jeans, shorts, sandals, headgear, or sunglasses are not permitted.

Promotions to Supervisor, Senior Supervisor, location scheduler, or salaried manager are possible if positions are open and you have shown management skills and interest. Our company has always preferred to promote from within company ranks.

All employees must have their own reliable transportation and operating telephone. Our work schedule does not allow for the use of public transportation. General Business Services, Inc. provides free transportation to and from out-of-town jobs with use of pooling locations. While traveling to out-of-town assignments you are compensated in accordance with the travel pay policy. All employees are expected to take a turn at driving company vehicles after they have been authorized to do so. If you are willing to drive your vehicle to transport crews to inventories you will be reimbursed in the form of per mile and per hour compensation. Mileage pay is a non-taxable income.

If you are interested in becoming a member of the General Business Services, Inc. team, complete the attached application. Please sign below indicating you have read and understand the above information. If you have questions, please ask your interviewer.

We reserve the right to revise the "Job Description" as our company evolves.

SIGNED _____ DATE _____

GENERAL BUSINESS SERVICES, INC.
"Where People Count"

DRESS CODE

Auditors and Supervisors:

With a desire to project a professional image and to comply with customer dress codes, the following are the minimum requirements of appropriate attire during General Business Services' inventories for all Auditors and Supervisors. All Auditors and Supervisors shall wear solid color shirts, or sweaters, with sleeves and solid color slacks or black jeans. They shall wear socks and shoes that cover the foot. We prefer shoes to be of a solid color in black, brown, blue, or white.

Blue jeans, any color faded jeans, shorts, leggings, headgear, sun glasses, athletic wear, halter or tube tops, swim wear, head phones, or any clothing with printing or pictures are not acceptable apparel.

All Auditors and Supervisors are required to purchase and wear a General Business Services polo shirt. The shirts are sold in two cost groups which represent two size groups. The cost of the shirt will be deducted from your paycheck. Please fill out the order form to enable the office to provide you with the proper size and to allow us to make the payroll deduction of the correct amount. This is a tax-deductible expense for employees.

The required shirt is your uniform. We expect you to keep them clean, repaired, and in generally good condition. We suggest you purchase more than one shirt to allow for laundering, repair, or loss. General Business Services reserves the right to require an employee to purchase a new shirt because of inappropriate appearance of their garment, i.e.; badly worn, faded, etc.

General Business Services, Inc.

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION (Please write legibly)

DATE _____

NAME (LAST NAME FIRST) _____

SOCIAL SECURITY NO. _____

PRESENT ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NO. () _____

REFERRED BY _____

EDUCATIONAL INFORMATION

	YRS ATTENDED	GRADUATED (Y/N)	GRADE AVE.
HIGH SCHOOL & LOCATION			
COLLEGE & LOCATION			
TRADE OR BUSINESS SCHOOL & LOCATION			

MILITARY SERVICE

BRANCH OF SERVICE	RANK	NO. OF YEARS

GENERAL INFORMATION

Do you have activities, commitments, or responsibilities (including other jobs) which might prevent you from meeting work schedules or attendance requirements? _____ If yes, please explain. _____

Are you related to anyone currently employed by the company? _____ If yes, please state name and relationship. _____

Have you ever worked for another inventory service? _____

Do you have your own reliable source of transportation? _____ Do you drive? _____

In case of emergency, whom shall we notify? _____ Phone No. _____

Mail to: General Business Services Inc, N50W13916 Overview Drive, Menomonee Falls, WI 53051
or Email to: employment@countinv.com

FOR OFFICE USE ONLY

BRANCH _____ NEW _____ REHIRE _____ EMPLOYEE NO. IF REHIRE _____ START RATE _____

INTERVIEWER _____ DATE _____

REMARKS:

FORMER EMPLOYERS

List last four employers, starting with last one first

DATE	NAME & ADDRESS	SALARY	POSITION	REASON FOR LEAVING

REFERENCES (Business references only)

NAME	ADDRESS	PHONE NO.

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM THE UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING OR COMPANY POLICY, UNLESS IT IS IN WRITING AND SIGNED BY AN OFFICER OF THE COMPANY."

DATE _____ SIGNATURE _____

CHARACTER PROFILE

In your estimation, which of the following words best describe YOU? Please circle only those words that apply. There is no right or wrong answer. What is important is that you are honest and sincere.

Bright	Attentive	Leader	Accurate
Rigid	Fearful	Reluctant	Perfectionist
Decisive	Pleasant	Efficient	Honest
Compulsive	Unpredictable	Deceitful	Disorganized
Sober	Dependable	Available	Ambitious
Difficult	Uncertain	Estimator	Follower
Flexible	Productive	Slow	Forgetful
Independent	Careful	Deliberate	Cunning
Tidy	Strong	Planner	Fair

PLEASE PRINT NAME _____

MATH QUIZ

Part 1 – Please do the following basic arithmetic problems.

Examples: $(5 \times 5) \times 2 = 50$

$14 + 5 + 2 = 21$

1. $(9 \times 5) \times 2 =$ _____

9. $(12 \times 12) + 7 =$ _____

2. $(11 \times 6) - 3 =$ _____

10. $(14 \times 2) + 5 - 10 =$ _____

3. $(4 \times 4) + 1 =$ _____

11. $30 - 5 - 10 - 10 =$ _____

4. $(13 + 5 + 6 =$ _____

12. $5 + 10 + 15 + 20 =$ _____

5. $(4 \times 4) - 1 =$ _____

13. $(6 \times 4) \times 10 =$ _____

6. $12 \times 7 =$ _____

14. $(8 \times 7) - 5 =$ _____

7. $15 \times 11 =$ _____

15. $(13 \times 12) - 4 =$ _____

8. $(6 \times 6) \times 6 =$ _____

16. $42 - 7 - 8 - 8 =$ _____

Part 2 – Please do the following division problems as if you were buying an item in a store. Count any fractional remainders as the next higher cents number.

Examples: Item priced $2 / .39$ – Cents per item = 20 cents.

$6 / .50$ – Cents per item = 9 cents

Item Price Cents per Item

Item Price Cents per Item

1. $2 / .25 =$ _____

11. $4 / .39 =$ _____

2. $3 / .25 =$ _____

12. $6 / .59 =$ _____

3. $6 / .63 =$ _____

13. $3 / .79 =$ _____

4. $2 / .45 =$ _____

14. $6 / 1.00 =$ _____

5. $3 / .49 =$ _____

15. $3 / .27 =$ _____

6. $3 / .19 =$ _____

16. $6 / .65 =$ _____

7. $7 / 1.00 =$ _____

17. $9 / .94 =$ _____

8. $3 / .98 =$ _____

18. $3 / .40 =$ _____

9. $3 / .89 =$ _____

19. $3 / .55 =$ _____

10. $8 / .89 =$ _____

20. $4 / .95 =$ _____

WORK AVAILABILITY

PRINT NAME _____

PRINT ADDRESS _____

PHONE NUMBER _____

Fill in the periods you will be available for work. If available "ANY" or "ALL" time(s), simply circle "ALL". Otherwise, using the graph, indicate with a "YES" or insert the hours you are available. If availability is sporadic, please use "comment" lines.

"ALL"	SUN	MON	TUES	WED	THUR	FRI	SAT
MORNING							
AFTERNOON							
EVENING/NIGHT							

Comments: _____

How many hours per week are you interested in working? _____

Are you available to work: Full time _____ Part time _____ Overtime _____

Are you on a lay-off and subject to recall? _____

Do you have a valid driver's license? Yes _____ No _____ If yes:

Driver license number _____

Expiration date _____ Issuing state _____

Do you have an insured vehicle that you are willing to use to transport other company

employees? Yes _____ No _____ If yes:

Year, make & model: _____

Number of seat belts in the vehicle _____

Are you willing to accept overnight travel? Yes _____ No _____