

How to Become a Seaside Temp

1. Please read through these instructions completely before you start to fill out your application. Fill out all forms completely and accurately. It will be your responsibility to print these documents and bring them with you when you come to one of our offices to register, do not e-mail or fax them.
2. If there are questions that are not applicable please type N/A in the answer section.
3. Please do not sign or date these forms until you get to our office.
4. If there are items on the "Skills Sheet" that you do not wish to do anymore please do not put a check mark in the box next to the skill.
5. Only fill out the "Safety tips for the general labor/construction worker" form, if you are willing to do general labor or construction type work. Read each safety tip and if you understand the safety statement, print by hand your initials on each line.
6. On the "W-4" form we will only keep the portion that is below the line on page 1. Please make sure that your name appears on this form as it does on your social security card.
7. On the "1-9" form, the only page we need is page 7. Page 8 is for our staff to complete in our office (we have these copies) and the rest are just notifications and instructions about the form.
8. When coming to one of our offices please follow the below steps:
 - a. Bring all completed forms with you; please do not sign the documents until you reach our office.
 - b. Bring two pieces of identification, the first piece must be valid picture ID (a drivers license, ID card, military ID, or other government issued picture ID), the second piece can be either an un-laminated Social Security Card, or an original or certified copy of your birth certificate. If you have a valid passport this would work for both pieces of ID. You must bring in your identification documents with you, photocopies will not be accepted.
 - c. If you are looking for clerical/administrative/or office type work, we strongly suggest that you bring an up to date copy of your resume.
 - d. Plan to spend approximately a half hour at our office.

Office Locations

Seaside Office
1010 3rd Ave.
Seaside, OR 9738
(503) 738-9084 Phone
Open: Mon-Fri
8:00a.m.-5:00p.m.

*We stop taking applications at 4:00p.m.

Astoria Office
254 11th St.
Astoria, OR 97103
(503) 325-8619 Phone
Open: Mon, Wed, Fri
8:30a.m-5:00p.m.

*We stop taking applications at 12:00p.m.

Applications are taken on a walk-in basis you do not need an appointment.