

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

PLEASE PRINT				Today's date: _____	
First Name	M.I.	Last Name	Preferred Name/Nickname		
Street Address	Apartment #	City	State	Zip Code	
Home Phone	Alternate/Work Phone		E-Mail Address		
_____/_____/_____		_____/_____/_____			
Social Security #		Date of Birth			

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION					
Are you interested in: Full-time _____ Part-time _____ Temporary _____					
What schedule would you prefer? Weekdays _____ Weekends _____ Evenings _____ Nights _____					
How did you hear about the position? Classified Ad _____ Friend (Name) _____ Radio _____ Internet _____					
Desired Pay: Hourly Pay (minimum if applicable) _____ Annual Pay (minimum) _____ Annual Pay (desired) _____					
When are you able to start work? (Date) _____					
In what local area do you prefer to work? _____					
Position desired: _____					
Do you have any objection to working overtime if necessary?			_____ Yes		_____ No
Can you travel if required by this position?			_____ Yes		_____ No
Have you ever been previously employed by or organization?			_____ Yes		_____ No
Can you submit proof of legal employment authorization and identity?			_____ Yes		_____ No
Have you ever been convicted of a crime in the last 10 years?			_____ Yes		_____ No
If yes, please explain (a conviction will not automatically bar employment):			_____ Yes		_____ No

Do you have any Felonies? If yes, please explain (a conviction will not automatically bar employment):
Diver's license number (if driving is an essential job duty): _____

Employment History

PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)

FROM _____ /_____ MO. YR.	COMPANY NAME		YOUR POSITION and TITLE
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION
	CITY	STATE	ZIP CODE
TO _____ /_____ MO. YR.	TYPE OF BUSINESS	STARTING PAY	FINAL PAY
	TELEPHONE NUMBER ()	TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES AND REASON(S) FOR TERMINATION		

FROM _____ /_____ MO. YR.	COMPANY NAME		YOUR POSITION and TITLE
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION
	CITY	STATE	ZIP CODE
TO _____ /_____ MO. YR.	TYPE OF BUSINESS	STARTING PAY	FINAL PAY
	TELEPHONE NUMBER ()	TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES AND REASON(S) FOR TERMINATION		

FROM /	COMPANY NAME		YOUR POSITION and TITLE	
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
TO /	TYPE OF BUSINESS		STARTING PAY	FINAL PAY
			\$	\$
	TELEPHONE NUMBER ()		TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON
BRIEFLY DESCRIBE YOUR MAJOR DUTIES AND REASON(S) FOR TERMINATION				

UNEMPLOYMENT ACCOUNT FOR ALL PERIODS OF TIME, THREE MONTHS OR MORE, BETWEEN POSITIONS HELD OR AFTER SCHOOL

FROM /	TO /	HOW DID YOU SPEND THIS TIME?
FROM /	TO /	HOW DID YOU SPEND THIS TIME?

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

References

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Company in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the Quest Building Services Ltd and me, and that in the event I am hired, my employment will be "at will" and either Quest Building Services Ltd. or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by Quest Building Services Ltd to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. Quest Building Services Ltd may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize the company and its agents to make such investigations and inquires into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Signature of Applicant

Date:
