



Application for Employment

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # _____ Other Phone # _____

Email _____ Referred by _____

Position(s) applied for _____ Date available _____

Type of employment desired Full-Time Part-Time Temporary

Wage desired: _____

Desired Shift: 1st _____ 2nd _____

Are you legally eligible for employment in this country? Yes No

Spoken Languages (*Fluently*): English Spanish Other _____

Have you completed high school or GED equivalent: Yes No
If no, please list your current grade or status: _____

Are you available to work overtime if required? Yes No

Are you available to work weekends if required? Yes No

Have you been employed at this company before? Yes No
If yes, when? _____

If no, please list anyone you know currently employed with the company? _____

As part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Have you ever been convicted of a misdemeanor or felony? Yes No

If yes, please explain. _____

EDUCATIONAL BACKGROUND

List previous three (3) post secondary educational institutions attended, beginning with the most recent.

SCHOOL	CITY, ST	GRADUATED?	DEGREE(S)/DIPLOMA(S) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT BACKGROUND

Provide the following information regarding employment.

CURRENT EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	
PREVIOUS EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	per	
NEXT PREVIOUS EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	per	
NEXT PREVIOUS EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	per	

REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUMBER

DEPARTMENT SPECIFIC TRAINING SKILLS

Management / Office

- | | | | | | |
|------------------------|------------------------------|-----------------------------|-------------------------|------------------------------|-----------------------------|
| Management Experience | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Excel, Word, PowerPoint | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Project / Program Mgr. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Scheduling / Purchasing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| General Accounting | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sales / Marketing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Manufacturing

- | | | | | | |
|------------------------|------------------------------|-----------------------------|--------------------|------------------------------|-----------------------------|
| Supervision Experience | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Grinding Wet / Dry | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CNC Programming | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Lathe CNC / Manual | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wire E.D.M. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Assembly | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Quality

- | | | | | | |
|-----------------------------|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|
| Supervision Experience | <input type="checkbox"/> Yes | <input type="checkbox"/> No | ISO:9001 Experience | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| PCDMIS Programming | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Labratory Procedures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Statistical Process Control | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Gage R&R's | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please list any other skills that would set you apart from other applicants and would be useful to the company:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By initialing and signing below, I certify that I have read, understand and agree to each of the following statements:

This employment application will be considered active for one year from the date below. If I want to be considered for a job with Qualitex, Inc. after that time period, I must fill out another application.

I understand that if I am employed by Qualitex, Inc., I may be required, when job related and consistent with the Company's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with Qualitex, Inc., I agree to abide by all the Company's rules and regulations.

I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Please Initial

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the company retains the same right.

Please Initial

I represent that the information I have given is correct and complete, to the best of my knowledge; that I have not withheld any information that a reasonable person would consider important; and that any misrepresentation or withholding of such facts, whether revealed before or after employment, will constitute cause for elimination from further consideration of this Application or even for dismissal if I have already been employed.

Please Initial

I authorize the company to investigate all statements made or information contained in this Pre-Employment Application, and I hereby specifically authorize any persons listed as a personal reference, any educational institution, the U.S. military, or any former employer or supervisor to provide all information requested by the company, without further authorization from me. To induce such persons to feel free to communicate with the company, I hereby release any such giver of information from any liability concerning information given about my education, my employment, or my character, whether accurate or not and regardless of mistake, negligence, or possible personal bias against me.

Please Initial

I represent to the company that I am bound by no employment contracts or non-competition agreements that would be breached by any employment that might be offered to me by the company, nor am I in possession of nor will I at any time reveal to the company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement, or prior work relationship involving any other person or company.

Please Initial

I authorize the company to supply my employment record, and other information arising from my employment, to any prospective employer, government agency, or other party, with an interest that the company, in its sole discretion, deems appropriate.

Please Initial

I have read this Pre-Employment Application, and, by signing below, I agree to be bound by my representations and undertakings herein.

Applicant's Signature _____ Date _____