



# Employment application

Date: \_\_\_\_\_

Full name \_\_\_\_\_

Present address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone number Home: \_\_\_\_\_ Business: \_\_\_\_\_

E-mail \_\_\_\_\_ Is this a home or business account?  home  business

## ***Employment desired***

Position \_\_\_\_\_  Full-time  Part-time

Date you can start work \_\_\_\_\_

Are you willing to work overtime if needed?  yes  no

Are you able to perform this job with or without reasonable accommodations?  yes  no

Do you have a valid driver's license?  yes  no

Have you ever previously applied for employment with us?  yes  no

*If yes, month/year applied* \_\_\_\_\_ *Position applied for* \_\_\_\_\_

Are you lawfully employable in the United States either by virtue of citizenship or by having authorization from the INS and the Labor Department? (ITAR compliant)?  yes  no

*Authorization type (if applicable)* \_\_\_\_\_

Have you been convicted of a felony?  yes  no

*Details* \_\_\_\_\_

Are you at least 18 years old?  yes  no

Did a current Quatro employee refer you to us?  yes  no

*If yes, current Employee's name* \_\_\_\_\_

How did you hear about Quatro Composites? *(If you are responding to an ad, which paper/website did you see it on?)* \_\_\_\_\_

## ***Education***

<u>Education</u>	<u>Name/location of school</u>	<u>Course of study</u>	<u>Years completed</u>	<u>Did you graduate?</u>
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High school:	_____	_____	_____	_____
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College:	_____	_____	_____	_____
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Trade, business, correspondence school:	_____	_____	_____	_____
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# Training

*Please note which of the following skills you have or have taken courses for:*

Typing \_\_\_\_\_ Words per minute \_\_\_\_\_

Bookkeeping \_\_\_\_\_ Number of years \_\_\_\_\_

Other office skills \_\_\_\_\_

Computers \_\_\_\_\_

Programs:

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Office machines or equipment you are able to operate:

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Special qualifications or training:

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Experience working on production equipment:

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Tools and equipment you are qualified to operate:

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Additional skills (explain):

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# Employment experience

Please give accurate, complete information regarding full-time and part-time employment records.  
Begin with your present or most recent employer.

1. Company name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Name and title of your supervisor \_\_\_\_\_

Your job title and description of your work \_\_\_\_\_

Date of employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

If still employed here, reason you're looking for a new job \_\_\_\_\_

2. Company name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Name and title of your supervisor \_\_\_\_\_

Your job title and description of your work \_\_\_\_\_

Date of employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Company name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Name and title of your supervisor \_\_\_\_\_

Your job title and description of your work \_\_\_\_\_

Date of employment From \_\_\_\_\_ to \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Attach a sheet for additional employers.**

*Note: We will contact the employers listed above unless you indicated those you do not wish us to contact.*

Please do not contact employer(s) # \_\_\_\_\_

Reason \_\_\_\_\_

# References

*Please give the names of two professional references:*

Name \_\_\_\_\_ Years acquainted \_\_\_\_\_  
Address \_\_\_\_\_ Home phone number \_\_\_\_\_  
Work phone number \_\_\_\_\_

Name \_\_\_\_\_ Years acquainted \_\_\_\_\_  
Address \_\_\_\_\_ Home phone number \_\_\_\_\_  
Work phone number \_\_\_\_\_

*I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize Quatro Composites to conduct an investigation of all statements contained herein and the references listed to give Quatro Composites any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to Quatro Composites.*

*Employment is at the will of Quatro Composites. Employment may be terminated at any time with proper notification by either party.*

*Quatro Composites is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, national origin, age, sex or disability.*

*Pre-employment drug testing is required.*

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in employment with us.



PO Box 136 403 14<sup>th</sup> Street SE Orange City, IA 51041

712.707.9200