

Today's Date _____



Employment Application

For use by QualityPro Employers 

This is a drug-free workplace offering equal employment opportunities.

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, physical or mental handicap, disability, veteran's status, citizenship status, or any other protected classes under state, local or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

Your Personal Information

Last Name _____ First Name _____ Middle Initial _____ Home Phone _____

Address _____ City/State _____ Zip Code _____ Cell Phone _____

E-mail Address _____

Preferred method of contact: Home Phone Cell Phone E-mail Other: _____

Your Work History And Any Employment Gaps

MUST be completed even when accompanied by resume. List most recent or current job first. You must include any gaps in employment, with a full explanation and dates for the gap. You must also provide a complete work history for a minimum of 15 years.

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (City, State, Zip)	Phone		
Job Title	Hourly Rate, Weekly Salary or Other Weekly Earnings		
	Starting	Final	
<input type="radio"/> Resigned or <input type="radio"/> Terminated State Reason:			Supervisor's Name

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
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More of Your Work History And Any Employment Gaps

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Tell Us About Yourself

You must answer EVERY question on this application. If a question does not apply, put "N/A." Please print.

What position are you applying for? _____

What is your salary expectation? \$ _____ When can you start work? (Date) _____

How were you referred to us? _____

(If you were referred by a person, please provide the name)

Have you completed an application here before? Yes No If yes, date/location _____

Have you been employed here before? Yes No If yes, date/position/location _____

Are you available to work (Check any that apply): Full-time Part-time Temporary Nights Weekends

Are there any days or times during the week that you are not available to work? Yes No

(Reasonable accommodation of religious needs that do not create an undue hardship will be considered, if applicable)

If yes, please list the days/times you are not available to work _____

If necessary, can you provide proof that you are over any minimum work age requirement? Yes No

Are you willing to work overtime? Yes No Do you have steady transportation to work? Yes No

Can you travel, if required? Yes No What percentage of time? _____

Are you on a layoff and subject to recall? Yes No May we contact your present employer? Yes No

How much time have you lost from work during the past 12 months? _____

Are you now, or do you expect to be, engaged in any other business or employment while working here? Yes No

If yes, please explain _____

Are you presently an officer, employee, or employer of another business in our industry or with whom we compete? Yes No

If yes, please explain _____

Have you ever been terminated or asked to resign from a job? Yes No

If yes, please explain _____

Have you ever been refused bond? Yes No

Why do you desire to make a change? _____

Are you legally eligible to work in the United States? Yes No

(Proof of citizenship status/identity required upon hire)

What three things are most important to you in a job?

1) _____ 2) _____ 3) _____

What three adjectives best describe you?

1) _____ 2) _____ 3) _____

What type of work do you most enjoy? _____

Why do you want to work here? _____

Tell Us About Your Special Skills and Qualifications

List any special skills, training, experience, certifications, or licenses that may be relevant to this position or our company _____

List any professional, trade, business, or civic activities or offices held that would relate to working here _____

List any foreign languages that you fluently speak, read, and/or write that would relate to working here _____

List software programs that you are proficient in _____

Your Educational Background

Schooling	Did you graduate?	Years Completed	Degree Received & Major subject	Name of School	Location
High School or GED	<input type="radio"/> yes <input type="radio"/> no				
Trade, Business or Correspondence	<input type="radio"/> yes <input type="radio"/> no				
College	<input type="radio"/> yes <input type="radio"/> no				
Graduate School	<input type="radio"/> yes <input type="radio"/> no				

Tell Us About Your Driving Record

Necessary for positions that may require use of a personal or company vehicle for work.

Do you hold a valid Driver's License? Yes No If yes, provide the state _____

Have you been convicted of any moving violation(s) in the last 3 years? Yes No

If yes, give date(s) and explanation of each _____

Tell Us About Your Past

Answering "yes" to any of these questions is not an automatic bar to employment.

Have you ever been disciplined or terminated from any job for an act of violence, harassment, discrimination, ethical breach or theft?

Yes No If yes, explain the circumstances, employer, and date _____

Have you ever been a defendant in a civil action for an intentional tort? *(e.g. assault, battery, false imprisonment, infliction of emotional distress, tortious interference with a business relationship, defamation, invasion of privacy, fraud and misrepresentation, abuse of process and malicious prosecution or others)*

Yes No If yes, provide an explanation of the nature of the intentional tort, the date of the action, the location, and the disposition or outcome _____

Do you currently have any criminal charges pending against you?

Yes No If yes, describe the details of the charge(s), the date(s) of the offense(s) (month and year), your age at the time of the offense(s), and the current status of the charge(s) _____

Are you currently wanted by any law enforcement agency?

Yes No If yes, by what agency and for what act? _____

Massachusetts Candidates Only *(All others proceed to next section.)*

Have you been convicted of a felony? Yes No

If yes, please describe the details of the conviction or other disposition of the charge, the date of the offense (month and year), your age at the time of the offense, and your rehabilitation since the conviction and/or disposition of the offense: _____

Have you been convicted of a misdemeanor within the past 5 years? Yes No

(Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)

Have you completed a period of incarceration within the past 5 years for any misdemeanor? Yes No

(Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)

If the answer to the above question is "yes" were you convicted more than 5 years ago for any offense? Yes No

(Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)

Tell Us About Any Records *(Must be answered by all candidates other than those in Massachusetts)*

Have you ever been convicted of; received a sentence for; pled nolo contendere (no contest) to; been placed on probation, fined, or entered a pretrial intervention program for; or had adjudication withheld by any judicial or quasi-judicial body for a crime, other than a minor traffic violation? *(Any criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records. Answering "yes" to this question is not an automatic bar to employment.)*

Yes No If yes*, describe the details of the conviction or other disposition of the charge, the date of the offense (month and year), your age at the time of the offense, and your rehabilitation since the conviction and/or disposition of the offense *(See below for specific instructions related to your particular state. If your state is not listed, answer this question as worded.)*

*Connecticut Candidates:

- Applicants do not have to disclose erased records of arrests, criminal charges, or convictions;
- Applicants with erased criminal records can swear under oath that they have never been arrested; and
- Criminal records eligible for erasure include delinquency determinations, findings as a child in a family with service needs, youthful offender adjudications, dismissed or nolle prossed criminal charges, criminal charges where the accused was found not guilty or received an absolute pardon, and any other conviction where erasure is allowed by law.

*Michigan Candidates: For any misdemeanors, list only those that resulted in convictions.

*Nevada Candidates: List *all* felony convictions and any misdemeanor convictions that occurred in the past 10 years and that resulted in imprisonment.

*Rhode Island Candidates: List convictions only.

*Utah Candidates: For any convictions, list only felonies.

*Washington State Candidates: List any convictions or terms of imprisonment within the past 10 years only.

Military Service

Branch of Service: _____ Rank at discharge, if applicable _____

List duties and special training and/or skills _____

Non-Compete Agreement

Are you currently subject to a Non-Compete Agreement or Restrictive Covenant that would prohibit you from working at our company in the position for which you are applying? Yes No

If yes, provide a copy of the agreement and state the name of the company: _____

Agreement and Release

For the purpose of this agreement and release, the organization that has provided you with this application is referred to as "the company," "this company," or "you." The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer a personality profile or other pre-employment tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment, and I agree to submit to a medical evaluation, if required. I consent to the release of any or all medical information or records deemed necessary to determine my capability to perform the essential job functions of the position for which I may hold.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I understand that if my application is accepted that employment with this company at all times is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my "at will" employment may be terminated at any time by this company or myself and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period.

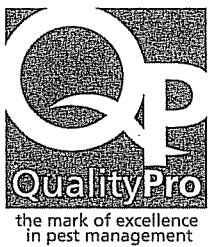
I have read, understand, and by my signature consent to these statements.

Signature of Applicant _____ Date _____

Emergency Contact

In case of emergency, I authorize you to contact:

Name: _____ Phone Number: _____



Background Check Authorization Form

Qualification 1:4 — Business Operations

Applicant Agreement and Release

I, the undersigned applicant, do hereby certify that all information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that falsification of any information on company documents may lead to denial of employment or termination.

In connection with my application for employment, I understand that investigative background inquiries will be made about me that can include consumer credit, education verification, criminal convictions, motor vehicle records check, workers' compensation, and others. These reports will include information as to my character, general reputation, work habits, performance, and experience, along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various federal, state, and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences.

I authorize, without reservation, any party or agency contacted by _____ (QualityPro employer name) to furnish the above-mentioned information prior to or at any time during my employment. *The information on this form will be used solely for the purpose of conducting background checks to determine employment eligibility and will be maintained in a confidential file, separate from the general personnel file.*

I hereby release all of the persons and agencies providing such information from any and all claims, damages, or liabilities connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge _____ (QualityPro employer name) to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieval and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information contained in a consumer credit report.

Applicant Information and Signature

I understand that to aid in the proper identification of my file or records, the following information is necessary:

Print Your Name _____

Current Address _____

Soc. Sec. No. _____ Date of Birth _____ Sex _____ Race _____

Drivers' License No. _____ State _____

Applicant's Signature _____ Date _____

Applicant Request for Records

If the company obtains records from a consumer reporting agency, such as my credit report, (*applicant, select one*):

I would like a copy I would not like a copy



The back of the form must be completed

Applicant Data for Background Checking Purposes

(Release from page 1 applies to this information)

1. What position are you applying for? _____

2. Have you lived in any state(s) or countries other than the one you currently reside in? Yes No

3. If yes, please list the state or country and the dates you resided in each:

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

4. Do you have a valid driver's license issued in any state(s) other than the state you currently reside in? Yes No

5. If yes, list state(s) and driver's license number(s):

State _____ Driver's License Number _____

State _____ Driver's License Number _____

6. Are you known by any other name? Yes No (Include maiden name, if applicable)

7. If yes, please print name(s): _____

8. Have you ever been issued or have you ever used another Social Security number? Yes No

9. If yes, list number(s) _____



Reference Check Form

Qualification #3 — Business Operations



Applicant Release to Provide Reference Information

I understand that the companies listed on my application for employment or resume will be contacted for a reference. I authorize all former employers to provide any information about my employment and my performance, and I release each from any and all claims or liabilities arising from my application for employment with _____

QualityPro Employer Name

Applicant's Printed Name _____

Position Applying For _____

Applicant's Signature _____ Date _____

Employer Information — for use if required by former employer

Dear Employer,

The individual listed below has applied for employment with our organization. It is our practice to verify employment and obtain reference information for every person that works at our company. This is a critical step in our employment process because many of our employees provide services to the general consuming public outside of our office and on-site at our customers' homes or businesses. In this regard, we would appreciate your response to the questions below. Of course, the individual below has released your organization from all liabilities associated with this reference. Please let us know if you have any questions or if you would like to discuss any information concerning this individual. Thank you.

Name of Individual Conducting Reference Check _____

Company Name _____

Address _____

City, State, Zip _____ Phone # _____

Employment Verification — for office use only

Company: _____ Phone#: _____

Contact Person: _____ Date of Call: _____

Dates Employed: From (mo/day/yr) _____ To (mo/day/yr) _____

Position at Time of Separation: _____

Earnings at Separation: \$ _____ per Week Month Year

If You Had the Chance, Would You Rehire This Individual? Yes No

If Not, Why? _____



Over for reference questions

Reference Questions

1. Describe this person's responsibilities at your company. _____

2. How would you rate this person in terms of reliability? (Use scale of 1 to 5 with 1= not reliable and 5 = very reliable) _____
How would you rate this person in terms of trustworthiness? (use scale above) _____
3. Describe this individual's safety habits on the job. _____

4. Since none of us is perfect, please describe some of his/her shortcomings. _____

5. What was this individual's attitude toward management? _____

6. What was this individual's greatest accomplishment? _____

7. Did you ever have to discipline this individual for an act of violence? yes no
Harassment? yes no Discrimination? yes no
8. Did this person follow directions well? yes no
9. Describe his/her appearance at work. _____

10. Describe the impression this person made on your customers. _____

11. Did this person abide by and show respect for company policies? yes no
12. Describe this individual's relationships with co-workers, managers, and customers. _____

13. If this person was a manager, please describe his/her management strengths and weaknesses. _____

Certification — Completed by employer conducting reference check

- I obtained the information noted above.
- I called the reference source noted above but was unable to obtain any information. I left phone messages on the following dates:
Date _____ Time _____ Voicemail or Message left with _____
Date _____ Time _____ Voicemail or Message left with _____
- I spoke to the reference source noted above, but he/she refused to provide any information.
- Signature of Individual Conducting Reference Check _____
Date _____