



# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

## Please Read Before Completing This Application

Thank you for your interest in applying for a job with the Questco Companies. We need you to complete this application so we can determine whether there is a basis for a working relationship between you and the Questco Companies. Please understand that our acceptance of this application does not create any obligation on our part to hire you nor on your part to work for us. Also, please be aware that your signature on this document has certain legal consequences. We suggest that you read the "Applicant's Acknowledgment" at the end of this application before you proceed further so that you are fully aware of what we expect of applicants and employees. Then, answer all questions thoroughly and truthfully.

## Please Answer Every Question, Use Ink and Print

Applicant's Name: First Middle Last

Applicant's Address: Number & Street City State Zip

Phone Numbers: Day Evening Driver's License Number State

Position Applied For Salary Requirements Date Available for Work

Emergency Contact(s): Name(s) Phone Number(s)

List Previous Addresses if Changed During Past 5 Years

Please Circle

Have you been employed by our organization before? Yes No

If yes, when and where? \_\_\_\_\_

Are you 18 years of age or older? We may require proof of age. Yes No

Are you eligible to work in the United States? Proof of Eligibility required Yes No

Have you ever been convicted of any crime? Yes No

If yes, explain \_\_\_\_\_  
\_\_\_\_\_

State the highest level of Education completed and where \_\_\_\_\_

Have you ever been on active U.S. Military Duty? Yes No

If so, please state branch of service and dates of service \_\_\_\_\_

Are you now a member of the National Guard or the U.S. Armed Forces Reserves? Yes No

**EMPLOYMENT HISTORY** (Use additional page if more space is needed)

Starting with Present or Most Recent, list all previous employers for the past 7 years. List only employers within the United States. Include self-employment, summer and part-time jobs, as well as military service.

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|--|---------------|-----------------|---------------|
| Company Name   | City/State    | Phone Number    |               |
| Supervisor's Name                                      | Position Held | Starting Salary | Ending Salary |
| Major Duties _____                                     |               |                 |               |
| Dates Employed _____ To _____ Reason for Leaving _____ |               |                 |               |

|  |               |                 |               |
|--|---------------|-----------------|---------------|
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| Major Duties _____                                     |               |                 |               |
| Dates Employed _____ To _____ Reason for Leaving _____ |               |                 |               |

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| Major Duties _____                                     |               |                 |               |
| Dates Employed _____ To _____ Reason for Leaving _____ |               |                 |               |

## **APPLICANT ACKNOWLEDGMENT OF TERMS & CONDITIONS OF APPLICATION**

IT IS VERY IMPORTANT THAT YOU READ THIS SECTION CAREFULLY, AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SIGN IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK A QUESTCO REPRESENTATIVE BEFORE YOU SIGN THIS APPLICATION.

In exchange for The Questco Companies's consideration of this employment application:

1. I promise that all information I have supplied in this application and any other form, oral or written, is true and accurate, and I agree that any misstated, misleading, incomplete, or false information is grounds for rejection and destruction of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. I make this promise because I understand that you will rely on my statements to you in making your decision whether to hire me.
2. I understand and agree that The Questco Companies, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.
3. I understand and agree with the fact that The Questco Companies maintains a drug-free workplace, that maintenance of same is essential to the safety of the workplace and employees, and that I may be required to undergo a pre-employment or post-employment examination, consistent with applicable law, including, but not limited to, drug and/or alcohol screening and testing, genetic screening, or paper and pencil tests, designed to ascertain my suitability for employment and/or the jobs for which I am being considered. I also understand and agree that I will be subject to such testing during the course of my employment, and I specifically agree not to oppose in any fashion such pre-hire or post-hire testing. I understand that, subject to applicable law, The Questco Companies shall be the sole judge of the acceptability of any test results. I also acknowledge that I have been advised that The Questco Companies is an Equal Opportunity Employer, that The Questco Companies does not discriminate against persons who are physically or mentally handicapped, and that The Questco Companies administers its employment policies in a non-discriminatory manner.
4. I understand that I can request a copy of The Questco Companies employee guidebook, and that if I so desire, I can review said guidebook before I submit this employment application. I agree to abide by the terms and conditions of all rules and regulations including The Questco Companies's vehicle driving and seat belt policies and including without limitation, the requirement that any accident, or any injury, no matter how minor, be immediately reported to supervision.
5. I understand and agree that, if hired, my employment will be at will, and that I or The Questco Companies can terminate this employment relationship at any time, with or without notice, for any reason, good or bad, without recourse by either of us. I also understand that, if I am hired, The Questco Companies has a "familiarization period" during which I am expected to determine as quickly as possible whether I wish to continue working for The Questco Companies, just as The Questco Companies will determine as quickly as possible whether it wants me to continue working for The Questco Companies. Nothing about this familiarization period, or its completion, changes the fact that, if hired, my employment will be at will. I also understand that no one at The Questco Companies or any The Questco Companies client has authority to alter any of the terms and conditions of this application or The Questco Companies' employment policies, except The Questco Companies's Chairman of the Board, and then only in writing signed by the Chairman of the Board. This paragraph means exactly what it says.
6. **I SPECIFICALLY AUTHORIZE QUESTCO TO INVESTIGATE MY BACKGROUND, INCLUDING ANY AND ALL REFERENCES, AVAILABLE CRIMINAL AND OTHER JUDICIAL RECORDS, AND MY CREDIT RECORD, WHERE APPLICABLE TO THE POSITION FOR WHICH I AM APPLYING AND CONSISTENT WITH THE APPLICABLE LAW. I UNDERSTAND THAT THE QUESTCO COMPANIES WILL NOTIFY ME IF AND WHEN A CREDIT RECORD INVESTIGATION IS PERFORMED AND THE SOURCES INVESTIGATED. I AUTHORIZE THE QUESTCO COMPANIES TO USE ALL LEGAL MEANS AT ITS DISPOSAL TO ASSESS MY SUITABILITY FOR EMPLOYMENT. I MAKE THIS AUTHORIZATION IN RETURN FOR QUESTCO'S CONSIDERATION OF ME FOR EMPLOYMENT, AND I SPECIFICALLY RELEASE AND HOLD THE QUESTCO COMPANIES HARMLESS FOR ANY AND ALL LIABILITIES ARISING OUT OF THEIR INVESTIGATION OF MY APPLICATION FOR EMPLOYMENT.**
7. I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while The Questco Companies will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.
8. I understand if I am not hired within 30 days from the date of this application, I must complete a new application and employment packet. Also, if I terminate employment for longer than 30 days, I must complete a new Employment Packet. I have read and understand everything on this application.

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Applicant Printed Name

Date

Applicant Signature or Mark

Date