



EMPLOYMENT APPLICATION

Please print or type. Complete all questions and sign on page 4.
 "SEE RESUME" is not a sufficient response to any question.

Last Name	First	Middle	Date of Application
Street Address			Home Telephone
City, State, Zip Code			Work Telephone
Position Desired	Date Available to Work	Salary Desired	Social Security Number
Type of Employment Desired Full Time Part Time Temporary		Are you legally eligible for employment in this country? Yes No <small>(Proof of U.S. citizenship or immigration status will be required upon employment.)</small>	

EDUCATION

Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical*					
College*					
Graduate School*					
Other*					

*If degree was received under a name other than that listed on this application, please provide your full name at the time the degree was awarded:

Degree	Name At Time Earned
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Scholastic Achievements:



SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and application knowledge):

EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below. Please use the "Employment History Continuation Sheet" if additional space is needed.

(1) Present or Most Recent Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Hourly Rate/Salary		
		Final		
Reason for leaving or why you are considering leaving?		\$	per	
If currently employed, may we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(2) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Hourly Rate		
		Final		
Reason for leaving?		\$	per	
(3) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		



Immediate Supervisor and Title	\$	per	
Type of Employment	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hourly Rate
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other	Final
Reason for leaving?	\$	per	

(4) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
		Mo/Yr	Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hourly Rate	
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other	Final	
Reason for leaving?		\$	per	

COMMENTS (including explanation of any gaps in employment):

REFERENCES

List three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you or your work?

PROFESSIONAL LICENSES

List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed:

MEMBERSHIPS

List professional, trade, business, or civic associations that you consider relevant to the position for which you are applying (exclude memberships which would reveal sex, race, religion, national origin, age, color, or disability).



Organization	Offices Held

SPECIAL ACCOMPLISHMENTS, PUBLICATIONS AND AWARDS

Exclude information that would reveal sex, race, religion, national origin, age, color, or disability.

OTHER INFORMATION

If you have ever been granted a security clearance by any government agency, indicate the level of clearance, when granted, and by whom?

Have you ever had a security clearance suspended, denied, or revoked? Yes No

Are you bound by any non-solicitation/non-compete agreement? Yes No

Have you ever interviewed for a position with any of the Quick Fitting locations?
If yes, when? _____ Where? _____ Yes No

Have you ever been employed by any of the Quick Fitting locations?
If yes, when? _____ Where? _____ Yes No

Are any relatives or friends currently employed at any of the Quick Fitting locations? Yes No
Name of employee(s) _____ Business unit where employed _____

What prompted your application to Quick Fitting? Ad _____ Friend _____
(Please indicate name of ad/friend) Quick Fitting Employee _____
Other _____

PLEASE REVIEW APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.



PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE QUICK FITTING INC. REPRESENTATIVE BEFORE SIGNING.

I understand that employment by Quick Fitting Inc. and any of its companies ("Quick Fitting") is "at will." This means that the employment relationship can be ended by me, or by Quick Fitting at any time, for any reason, with, or without advanced notice and with or without cause. It also means that Quick Fitting may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Quick Fitting to continue to employ me in the future or for any specific term. Notwithstanding the above, I understand that no representative of Quick Fitting, except the president, has any authority to enter into any agreement of employment for a definite term. Any such agreement must be in writing and signed by the president.

If employed by Quick Fitting, I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. Although management makes every effort to accommodate individual preferences, organizational needs may make the following conditions mandatory: overtime, rotating work schedule, or a work schedule other than Monday through Friday or normal business hours. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signature of Applicant _____

Date _____



EMPLOYMENT HISTORY CONTINUATION SHEET

Last Name	First	Middle	Date of Application				
Please place a number in the upper left-hand parentheses to designate the next previous employer, as continued from page 3 of the Employment Application, if this is your first continuation sheet, then number is 5.							
() Next Previous Employer		Telephone	Summarize the nature of the work performed and job responsibilities.				
Address		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Dates Employed</th> </tr> <tr> <td style="width: 50%;">From Mo/Yr</td> <td style="width: 50%;">To Mo/Yr</td> </tr> </table>		Dates Employed		From Mo/Yr	To Mo/Yr
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Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		\$ per					
<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Hourly Rate/Salary					
Reason for leaving?		Final					
		\$ per					
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Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		\$ per					
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Reason for leaving?		Final					
		\$ per					
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Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		\$ per					
<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Hourly Rate					
Reason for leaving?		Final					
		\$ per					



Reason for leaving?	\$	per	
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INVESTIGATION AUTHORIZATION

By signing below, I hereby authorize Quick Fitting to conduct an investigative report and/or reference check concerning all statements contained in my application for employment; to interview all employers, references, and other individuals and institutions to obtain information and opinions about me; and to conduct any other investigation that it deems appropriate. Such investigation may include but is not limited to my education, employment history (except my current employer if I have so indicated above), character, general reputation, driving record, credit history, drug testing and criminal record. In the event that I am employed by Quick Fitting, I hereby authorize Quick Fitting to answer any inquires regarding my employment, conduct, qualifications, and reasons for leaving.

I understand that I have the right to request Quick Fitting to disclose to me, completely and accurately, the nature and scope of the investigation. (Such a request must be made in writing to Quick Fitting within a reasonable time after you have completed and signed this authorization.)

In exchange for being considered for employment, I hereby release Quick Fitting, its employees, and agents, as well as any law enforcement agency, current or former employer, educational institution, credit agency, or any other individual providing information about me to Quick Fitting, from any liability arising from disclosure of such information that is obtained during said investigation.

Signature of Applicant

Date