**INSTRUCTIONS** *Please complete the following information to the best of your ability. You should complete all portions of this application that pertain to you. All information given will be held in strict confidence.*

**AN EQUAL OPPORTUNITY EMPLOYER** *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | Email: | | | | |  | | |
| Address: |  | | | | | | Cell Phone: | | | | |  | | |
| City/State/  Zip: |  | | | | | | Alternate Phone: | | | | |  | | |
| Desired Salary: | |  | | | | | Position Applying for: | | | | |  | | |
| How did you hear about the position? | | | QTEC Website  Job Board  Social media        Search Engine:  Employee Referral, please list name:        Other | | | | | | | | | | | |
| Willing to relocate? | | | Yes  No | | | | | | Willing to travel? | | | | Yes  No | |
| Work Availability: | | | Full Time  Part Time  Temporary/On-call | | | | | | Date available to start? | | | | |  |
| Are you legally eligible to work in the US? | | | Yes  No | | Are you at least 18 years of age? | | | | | Yes  No (If no, you may be required to provide authorization to work.) | | | | |
| Have you ever been employed by QTEC? | | | | Yes  No | | If Yes, please complete the following: | | | | | Dates: From       To | | | |
| Position: | | | | | | QTEC Supervisor: | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | | | | |
| Have you been terminated from a job within the last five years? | | | | | | | | Yes  No | | | | | | |
| Do you have a current DoD Security Clearance?  Yes  No If yes, what level of clearance?  When was your last investigation? | | | | | | | | | | | | | | |
| Are you a current or prior US Government employee?  Yes  No | | | | | | | | | | | | | | |
| If yes, are there any restrictions on the scope of activities you can perform on government contracts as a result of your current/prior government service?  Yes  No | | | | | | | | | | | | | | |

**EDUCATION** *List below your educational background, including high school, all colleges, trade and military service schools. You must provide at least 1 educational institution.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of School** | **School Name & Complete Mailing Address** | **No. of Years Completed** | **Major or Degree** | **Degree Obtained** |
| College, Business or Trade School |  |  |  | Yes  No |
| Professional School |  |  |  | Yes  No |
| High School |  |  |  | Yes  No |
| Other |  |  |  | Yes  No |

**EMPLOYMENT HISTORY***Please record current and previous employers below. You must provide at least 10 years of recent Employment History.*

**Current Employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer:** |  | | **Address:** |  |
| **Phone:** |  | | **Supervisor:** |  |
| **Current**  **Position:** |  | | **Current Salary:** |  |
| **Dates of employment:** | **From:**       **To:** | | | |
| **Summary of duties/responsibilities, skills used or learned, advancements, or promotions while you worked at this company:** | | | | |
|  | | | | |
| **Reason for leaving:** |  | | | |
| May we contact this employer: | | Yes  No  Not at this time | | |

**Previous Employer 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer:** |  | | **Address:** |  |
| **Phone:** |  | | **Supervisor:** |  |
| **Final Position** |  | | **Final Salary:** |  |
| **Dates of employment:** | **From:**       **To:** | | | |
| **Summary of duties/responsibilities, skills used or learned, advancements, or promotions while you worked at this company:** | | | | |
|  | | | | |
| **Reason for leaving:** |  | | | |
| May we contact this employer: | | Yes  No  Not at this time | | |

**Previous Employer 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer:** |  | | **Address:** |  |
| **Phone:** |  | | **Supervisor:** |  |
| **Final Position:** |  | | **Final Salary:** |  |
| **Dates of employment:** | **From:**       **To:** | | | |
| **Summary of duties/responsibilities, skills used or learned, advancements, or promotions while you worked at this company:** | | | | |
|  | | | | |
| **Reason for leaving:** |  | | | |
| May we contact this employer: | | Yes  No  Not at this time | | |

**Previous Employer 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer:** |  | | **Address:** |  |
| **Phone:** |  | | **Supervisor:** |  |
| **Final Position:** |  | | **Final Salary:** |  |
| **Dates of employment:** | **From:**       **To:** | | | |
| **Summary of duties/responsibilities, skills used or learned, advancements, or promotions while you worked at this company:** | | | | |
|  | | | | |
| **Reason for leaving:** |  | | | |
| May we contact this employer: | | Yes  No  Not at this time | | |

**PROFESSIONAL REFERENCES** *Please list at least three business references whom you have known at least three (3) years. Do not list friends or relatives.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reference #1 | Reference #2 | Reference #3 |
| Name |  |  |  |
| Relationship |  |  |  |
| Company |  |  |  |
| Occupation/Job |  |  |  |
| Email |  |  |  |
| Telephone |  |  |  |

**APPLICANT'S CERTIFICATION AND AGREEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may result in immediate termination. QTEC is hereby authorized to make an investigation of my job-related history. I understand that nothing contained in this employment application is intended to create an employment contract between QTEC, Inc. and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be at-will and that I or QTEC, Inc. will have the right to terminate my employment at any time with or without any reason. | | | |
| Applicant Signature: |  | Date: |  |
|  |  |  |  |