  

Application for Employment

Quality Contact Solutions, Inc., QCS At Home, Inc. and Quality Voice & Data, Inc. are an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate “See Resume.”) Applications with missing or invalid job numbers will not be considered for any position.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Position Applying For:  JOB #: | Name (Last, First, Middle): | | | | | | Other names under which you have attended school or been employed: |
| Street Address: | | | | City, State & Zip: | | |  |
| Social Security Number: | | Home Phone: | | | Other Phone: | | E-mail address: |
| Are you eligible to work in the United States? | | | Yes No | | |  | |
| Are you 18 years of age or older? | | | Yes  No | | | If NO, what is your current age? | |
| Are you currently employed at      (company)? | | | Yes   No | | | If YES, what is your current job title & department? | |
| Have you ever been employed by       (company)? | | | Yes No | | | If YES, dates of employment & reason for leaving: | |
| Are you related to any current       (company employee)? | | | Yes  No | | | If YES, their name & their relationship to you? | |
| If required for position, do you have a valid driver’s license? | | | Yes  No | | | If YES, State of issuance, license #, and expiration date: | |
| How did you learn about this employment opportunity at? Check all that apply:  Ad in *newspaper*  Job Bulletin (Posting) /Walk-in  Website Dept. of Labor  Referral by employee Ad in *magazine*  Other: | | | | | | | |

## EDUCATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School: |  | Yes  No |  |  |  |  |
| GED: |  | Yes  No |  |  |  |  |
| Other School: |  | Yes  No |  |  |  |  |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| College: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and (basic, intermediate, expert)

|  |
| --- |
|  |
|  |
|  |

**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Include full-time military or volunteer commitments. Quality Contact Solutions, Inc., QCS At Home, Inc. and Quality Voice & Data, Inc. reserve the right to contact all current and former employers for reference information.

|  |  |  |
| --- | --- | --- |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Quality Contact Solutions, Inc., QCS At Home, Inc. and Quality Voice & Data, Inc. to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that all employees of Quality Contact Solutions, Inc., QCS At Home, Inc. and Quality Voice & Data, Inc. serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_