

Quality Tool Service, Inc.

EMPLOYMENT APPLICATION

Quality Tool Service, Inc. considers applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, veteran status, disability, or any other legally protected status. Quality Tool Service, Inc. is an equal opportunity employer. Quality Tool Service, Inc. is a drug free work place.

Please print clearly and complete all pages of this employment application. Sign and date on the final page of this application. Thank you for considering Quality Tool Service, Inc. for employment.

TODAY'S DATE: _____

FIRST NAME	LAST NAME	MIDDLE INITIAL	
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	E-MAIL ADDRESS	SOCIAL SECURITY NUMBER	
POSITION APPLYING FOR:		WORK PREFERENCES:	
___ Production		___ 1 st Shift (6 a.m. – 2 p.m.)	
___ Machinist		___ 2 nd Shift (2 p.m. – 10 p.m.)	
___ CNC Machinist		___ 3 rd Shift (10 p.m. – 6 a.m.)	
___ Other (Specify)			

PERSONAL REFERENCES:

<i>Name of reference</i>	<i>Association to you</i>	<i>Complete Address</i>	<i>Phone Number</i>

Have you ever been employed by Quality Tool Service before? If yes, list dates: _____

Have you ever applied for employment with Quality Tool Service before?: _____

Are you legally authorized to work in the United States: Yes No

What date would you be available to start if hired?: _____

How did you hear about our job openings?: Quality Tool Employee Prior Employment
 Employment Agency Other _____

Quality Tool Service, Inc.

Please fill in your employment history. Start with your present or last job. Include any job related military service assignments or volunteer activities. Answer ALL questions completely.

Employer: _____ Phone Number: _____
Address: _____ State: _____ Zip Code: _____
Dates Employed from _____ to _____ Wage beginning: \$ _____ Ending: \$ _____
Supervisor's Name: _____
Job Duties/Responsibilities: _____
Reason for leaving: _____

Employer: _____ Phone Number: _____
Address: _____ State: _____ Zip Code: _____
Dates Employed from _____ to _____ Wage beginning: \$ _____ Ending: \$ _____
Supervisor's Name: _____
Job Duties/Responsibilities: _____
Reason for leaving: _____

Employer: _____ Phone Number: _____
Address: _____ State: _____ Zip Code: _____
Dates Employed from _____ to _____ Wage beginning: \$ _____ Ending: \$ _____
Supervisor's Name: _____
Job Duties/Responsibilities: _____
Reason for leaving: _____

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**For Reference checking purposes only, complete the following information
(Please print)**

1. May your **current** supervisor and/or any references or individuals associated with your **current** employer (including Human Resource department) be contacted?

YES NO

Specific Comments: _____

2. Provide Social Security Number, required to obtain academic verification: _____
3. Provide any **former** or **alternate name(s)** such as change of last name and/or use of assumed last name or nickname in order to locate your employment and/or school records.

Also known as: _____

4. Provide NAME, CITY & STATE, all phone numbers and dates of attendance or graduation from:

High School _____ Technical School _____

College _____ Other _____

5. Note: Answer this question **only** if instructed by hiring employer. This information is required to conduct a criminal record check.

Date of Birth (Month/Day/Year): _____

6. Note: Answer this question **only** if instructed by the hiring employer. This information is required to conduct a driver's license check.

Driver's License Number: _____

Issuing State: _____
(The state in which you obtained your current driver's license)

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PRE-EMPLOYMENT AND RELEASE

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentation or omissions may be cause for rejection or may be caused for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, organization, school, or government agency, its officers, employees and agents, to release all information to said prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of this employer. I understand the employment information may include, but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment possessed by it. I understand and agree that said prospective employer, as part of its evaluation of employment, may ask a company that provides reference-checking services to assemble this information, as well as information on my character through interviews (by telephone or written correspondence) or other contact with references and others who may know me or may know about the items of information requested and that a report of this information may be made to said prospective employer. I understand that I have the right to request additional information about this inquire and reference report. This additional information will be provided to me upon my written request. In addition, I recognize a copy of this authorization and release is as valid as the original and should be considered as such.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages or costs, including attorney's fees, present or future, except of the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts known are untrue.

Candidate's Signature

Date

Witness' Signature

Date

Print Candidate's Name