

Return form to: **Q & Q, Inc. PO Box 1647 Eaton Park, Fl 33840**
Phone: 863-665-6197 Fax: 863-665-5437



We are proud to be a
DRUG-FREE
WORKPLACE

**NOTICE TO APPLICANTS
AND EMPLOYEES**
Screening tests for illegal drug use
may be required before hiring and
during your employment here.

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT

Position(s) applied for _____ Date of Application _____

Name _____ Social Security # _____
Last First Middle

Address _____

Telephone #(_____) _____ Mobile/Beeper/Other # (_____) _____ E-mail Address _____

Referral Source (How did you hear about the position?) _____

If you are under 18, and it is required, can you furnish a work permit? ___ Yes ___ No If **no**, please explain _____

Have you ever been employed here before? ___ Yes ___ No. If **yes**, give dates and positions _____

Are you legally eligible for employment in this country? ___ Yes ___ No

Date available for work _____ What is your desired salary range or hourly rate of pay _____

Type of Employment Desired _____ Full-Time _____ Part-Time _____ Temporary _____ Seasonal _____ Educational Co-Op

Driver's license number if driving may be required in the position for which you are applying _____ State _____

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense seriousness and the nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ___ Yes ___ No If Yes, please provide date/dates of conviction/penalty imposed and type(s) of crime. _____

Have you ever been a defendant in a civil action for an intentional tort (e.g., a civil charge for assault, battery, intentional infliction of emotional distress, false imprisonment, wrongful death, etc.) ___ Yes ___ No If yes, please provide nature of the tort and disposition of the matter (how it was resolved). _____

EMPLOYMENT HISTORY (Starting with your most recent employer, provide the following information.)

Employer _____	Telephone No. _____	Dates employed: _____	_____	_____
		Month/Year	to	Month/Year
Street Address _____		Hourly _____	Salary _____ \$	per _____
Starting job title/final job title _____				
Immediate Supervisor (for most recent position) _____			May we contact for reference? ___ Yes ___ No ___ Later	
Summarize type of work performed and job responsibilities: _____				
Why did you leave? _____		What did you like most about your position. _____		
What did you like least about the position _____				

Employer _____	Telephone No. _____	Dates employed: _____	_____	_____
		Month/Year	to	Month/Year
Street Address _____		Hourly _____	Salary _____ \$	per _____
Starting job title/final job title _____				
Immediate Supervisor (for most recent position) _____			May we contact for reference? ___ Yes ___ No ___ Later	
Summarize type of work performed and job responsibilities: _____				
Why did you leave? _____		What did you like most about your position. _____		
What did you like least about the position _____				

Employer _____	Telephone No. _____	Dates employed: _____	_____	_____
		Month/Year	to	Month/Year
Street Address _____		Hourly _____	Salary _____ \$	per _____
Starting job title/final job title _____				
Immediate Supervisor (for most recent position) _____			May we contact for reference? ___ Yes ___ No ___ Later	
Summarize type of work performed and job responsibilities: _____				
Why did you leave? _____		What did you like most about your position. _____		
What did you like least about the position _____				

SKILLS AND QUALIFICATIONS:

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills: _____

EDUCATIONAL BACKGROUND:

Starting with your most recent school attended, provide the following information.

<i>School(Include City & State</i>	<i>Years Completed</i>	<i>Completed</i>	<i>GPA Class Rank</i>	<i>Major/Minor</i>
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

REFERENCES:

List name and telephone number of 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.

<i>Name</i>	<i>Title</i>	<i>Relationship to You</i>	<i>Telephone Number</i>	<i>Number of Years Known</i>

APPLICANT STATEMENT:

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, it agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I understand that if I am hired, my employment will be subject to a probationary period, which ordinarily will not exceed 90 days from the date I am hired. If I am discharged at any time during the probationary period for unsatisfactory performance, I understand that this employer will not be charged for any unemployment benefits that may be paid to me for work I performed during the probationary period.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date: _____

Q & Q, Inc.

BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize Q & Q, Inc. and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Q & Q, Inc.

I release Q & Q, Inc. and/or its agents and any entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

_____ Full Name (Printed)

_____ Maiden Name or Other Names Used

_____ Present Address (Street Address) _____ How Long?

_____ City/State _____ Zip Code _____ Telephone #

_____ Date of Birth _____ Social Security Number _____ Driver's License Number _____ State of License

_____ Signature _____ Date

NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment. Q & Q, Inc. is an equal opportunity employer and does not discriminate on the basis of Sex, Religion, Age, Handicap or national Origin.