

Application for Employment

1st Quick Check is 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.

PLEASE TYPE OR PRINT. 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.

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|---|--|--|--------------|
| Position Applying For: | 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: | Work Phone: | Other Phone: |
| Are you eligible to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Are you 18 years of age or older? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If NO, what is your current age? | |
| Are you currently employed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, may we inquire of your present Employer? | |
| Have you ever been employed by 1st Quick Check ? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, dates of employment & reason for leaving: | |
| Are you related to any current 1st Quick Check employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, their name & their relationship to you? | |
| Do you have a valid driver's license? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, State of issuance, license #, and expiration date: | |
| How did you learn about this employment opportunity at 1st Quick Check ? Check all that apply: | | | |
| <input type="checkbox"/> Ad in <i>newspaper</i> <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Referral by employee <input type="checkbox"/> 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: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| GED: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other School: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| College: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying for at 1st Quick Check | | | | | | |

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 note your level of proficiency (basic, intermediate, expert)

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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. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: 1st Quick Check reserves the right to contact all current and former employers for reference information.

| | | |
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| Dates Employed (most recent position) From: To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/> | 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: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |
| Dates Employed (most recent position) From: To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/> | 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: <input type="checkbox"/> At any time <input type="checkbox"/> 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 **1st Quick Check** 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 staff employees of **1st Quick Check** 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. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the **1st Quick Check Retirement** System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

CRIMINAL HISTORY CHECK CONSENT FORM

I, _____, hereby authorize 1st Quick Check to obtain information pertaining to any charges and/or convictions I may have had for violation of municipal, county, state or federal laws. This information will include, but not be limited to, allegations regarding and convictions for crimes committed upon minors and will be gathered from any law enforcement agency of this state or any state or federal government, or from third-party providers of information originally obtained from law enforcement or court records.

I understand that I will be given an opportunity to challenge the accuracy of any information received that appears to implicate me in criminal activities. To facilitate this challenge, I will be told the nature of the information and the agency from which it was obtained. It will be my responsibility to contact that agency. I further understand that until 1st Quick Check receives notification from that agency clearing me, my application will be deferred.

As an applicant for a 1st Quick Check staff position, I hereby attest to the truthfulness of the representations I have made. Except as I have disclosed, I have not been found guilty of, or entered a plea of nolo contendere or guilty to any offense similar to those listed on the application. Further, other than for the offenses I have disclosed, I have not had a finding of delinquency or entered a plea of nolo contendere or guilty to a petition of delinquency under the juvenile laws of this state or of any other state for any acts similar in nature to those listed on the application.

I further attest that I have not been judicially determined to have committed abuse or neglect of a child; nor do I have a confirmed report of child abuse or neglect or exploitation which has been uncontested or upheld administratively under the laws of this or any other state.

I understand that I must be truthful and, if any statement I have made is found to be false, I will be denied a 1st Quick Check or, if already accepted, terminated from my 1st Quick Check position.

_____ Date: _____
(Signature of the Applicant)

Full Name of the Applicant: _____
Date of Birth: _____ Sex: _____ Race: _____
Social Security Number: _____
Driver's License Number: _____
State of Issuance: _____
Date of Expiration: _____