



Employment Application

Date: _____

Full Name _____

Present Address _____

City, State & Zip _____

Phone Number Home: _____ Business: _____

E-mail _____ Is this a home or business account? home business

Employment Desired

Position _____ Full-time Part-time

Date you can start work _____ Day Shift Night Shift

Are you willing to work overtime if needed? yes no

Are you able to perform this job with or without reasonable accommodations? yes no

Do you have a valid driver's license? yes no

Have you ever previously applied for employment with us? yes no

If yes, month/year applied _____ Position applied for _____

Are you lawfully employable in the United States either by virtue of citizenship or by having authorization from the INS and the Labor Department? (ITAR compliant)? yes no

Authorization type (if applicable) _____

Have you been convicted of a felony? yes no

Details _____

Are you at least 18 years old? yes no

Did a current Quatro employee refer you to us? yes no

If yes, current Employee's name _____

How did you hear about Quatro Composites? (If you are responding to an ad, which paper/website did you see it on?) _____

Education

<u>Education</u>	<u>Name/Location of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Did you Graduate?</u>
High School:	_____	_____	_____	_____
College:	_____	_____	_____	_____
Trade, Business, Correspondence School:	_____	_____	_____	_____

Training

Please note which of the following skills you have or have taken courses for:

Typing _____ Words per Minute _____

Bookkeeping _____ Number of Years _____

Other Office Skills _____

Computers _____

Programs:

Office machines or equipment you are able to operate:

Special qualifications or training:

Experience working on production equipment:

Tools and equipment you are qualified to operate:

Additional skills (explain):



Employment Experience

Please give accurate, complete information regarding full-time and part-time employment records.
Begin with your present or most recent employer.

1. Company Name _____ Phone Number _____

Address _____

Name and title of your supervisor _____

Your job title and description of your work _____

Date of employment From _____ to _____ Salary \$ _____

Reason for leaving _____

If still employed here, reason you're looking for a new job _____

2. Company Name _____ Phone Number _____

Address _____

Name and title of your supervisor _____

Your job title and description of your work _____

Date of employment From _____ to _____ Salary \$ _____

Reason for leaving _____

3. Company Name _____ Phone Number _____

Address _____

Name and title of your supervisor _____

Your job title and description of your work _____

Date of employment From _____ to _____ Salary \$ _____

Reason for leaving _____

Attach a sheet for additional employers.

Note: We will contact the employers listed above unless you indicated those you do not wish us to contact.

Please do not contact employer(s) # _____

Reason _____

References

Please give the names of two professional references:

Name _____ Years Acquainted _____
Address _____ Home Phone Number _____
_____ Work Phone Number _____

Name _____ Years Acquainted _____
Address _____ Home Phone Number _____
_____ Work Phone Number _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize Quatro Composites to conduct an investigation of all statements contained herein and the references listed to give Quatro Composites any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to Quatro Composites.

Employment is at the will of Quatro Composites. Employment may be terminated at any time with proper notification by either party.

Quatro Composites is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, national origin, age, sex or disability.

Pre-employment drug testing is required.

Signature of applicant _____ Date _____

Thank you for your interest in employment with us.



PO Box 136 403 14th Street SE Orange City, IA 51041

712.707.9200

Career Opportunities:

http://www.quatrocomposites.com/company/quatro_composites_careers.php

Affirmative Action Information

Applicant Name: _____ Date: _____

The name of the position(s) you are applying for: _____

Voluntary Affirmative Action Information *(completion of information below is voluntary).*

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this data survey. Your cooperation is appreciated.

Please be advised that your survey is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision and will remain in the Human Resources Department.

Check One: Male Female

Check One: American Indian/Alaskan Native Asian/Pacific Islander

Black White

Check One: Hispanic Not of Hispanic origin

I respectfully decline to respond to the Affirmative Action Survey

Federal Definition of Ethnic Categories:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

To be completed by the applicant
NOT FOR INTERVIEW PURPOSES

