



# 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

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

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Office machines or equipment you are able to operate:

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Special qualifications or training:

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Experience working on production equipment:

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Tools and equipment you are qualified to operate:

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Additional skills (explain):

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# 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 14<sup>th</sup> Street SE Orange City, IA 51041

712.707.9200

Career Opportunities:

<http://quatrocomposites.com/careers/>

# 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**

