**AN EQUAL OPPORTUNITY EMPLOYER** *No question on this application is intended to secure information to be used for discrimination in hiring or employment on the basis of race, color, religion, national origin, disability, sex, age, sexual orientation or veteran status.*

**NAME: \_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Last First Middle***

|  |  |  |  |
| --- | --- | --- | --- |
| **HOME PHONE:** |  | **PERSONNEL REQUISTION (PR) NUMBER:** |  |
| **MOBILE PHONE:** |  | **SECURITY CLEARANCE (YES/NO & LEVEL):** | Yes  No Level |
| **E-MAIL ADDRESS:** |  | **DATE SUBMITTED:** |  |

**INFORMATION AND GUIDELINES**

1. Please complete application digitally. If unable, print, fill out in ink, sign, scan and return.
2. Please indicate the specific job opening and PR number for which you are applying (if known, if unknown leave blank).
3. Complete all blanks. If an entry is not applicable, please indicate as such by entering N/A. Since this application form will become a part of your personnel record if you become an employee, it must be dated and signed. Applications will not be processed or considered if the form contains unfilled blanks or has not been signed and dated by the applicant.
4. Please attach a current resume.
5. This application and the attached resume will be kept on active file until the job opening has been filled. After the job opening is filled, the application and resume will remain in an inactive file for at least one year.

**NOTES:**

1. A dishonorable or general discharge will not be an absolute bar to employment.
2. A record of a criminal conviction will not necessarily bar you from employment. In making our decision, we will consider many factors, such as the nature and gravity of the offense or offenses and the time that has passed since conviction and/or completion of the sentence. We will also consider the nature of the job for which you are applying.
3. Reference information is sought only to verify job-related factors.

**GENERAL INFORMATION** (Please complete.) Salary Required:

\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_

***Last First Middle***

**Current Address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Street Number City State Zip***

**How did you hear about the position?** (Check One)  QTEC Employee Referral,  Indeed.com,  UAH Job Board,  QTEC Website,  Chamber of Commerce or  if OTHER:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**If referred by a QTEC employee, please list their full name here.**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work availability:** Full Time Part Time. If part time, days and hours:

**Perferred work location:** Huntsville area Outside Huntsville area. If hired, date available:

**Travel availability:**  Yes  No (If yes, list up to what percent?)      \_\_\_\_\_\_\_

**Willing to Work Overtime:**  Yes  No Shift:  Yes  No *(Reasonable efforts will be made to accommodate the religious needs of employees and applicants)*

**Previously employed by QTEC:**  No  Yes If yes, when:

**Are you represented by a recruiter?:**  Yes  No (If yes, list recruiting company, representative and phone number.)

**Have you served in the Armed Forces?:**  No  Yes If yes, branch:       From       To

Rank:       While in military service, were you ever convicted of a felony:  Yes  No *(see note 2 on page 1).* If yes, explain:

**Have you been convicted, imprisoned, on probation, or paroled within the last seven years for a felony:**

No  Yes *(see note 2 on page 1).* If yes, please provide details separately on page 6.

**Are you physically able to perform the essential functions of the job for which you have applied?**

Yes  No (If not, what reasonable accommodation efforts would be necessary to enable you to perform the essential functions?)

**Are you legally eligible for employment in the United States:**  Yes  No

**For positions requiring a security clearance,** (check one):

**I am** a United States citizen  or Permanent Resident  (If permanent resident, list number of years you have been a permanent resident.)

**Previous security clearance:**   No  Yes Level       From       To

**If yes, check the security granting organization:**   OPM  DISCO

**Security clearance ever denied or revoked:**   No  Yes If yes, explain

**Have you been fired from a job within the last five years:**  No  Yes If yes, explain?

**Have you quit a job within the last five years after being notified you would be fired:**  No  Yes  
If yes, explain.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address** | **Degree** | **Field of Study** | **GPA** | **Date of Degree/Graduation** |
| High School:  Address:  Address:  City:       State:       Zip:  Phone: | Diploma | GED | / |  |
| College:  Address:  Address:  City:       State:       Zip:  Phone: |  |  | / |  |
| Graduate School:  Address:  Address:  City:       State:       Zip:  Phone: |  |  | / |  |

**EMPLOYMENT RECORD** *List most recent position first; include no more than the past 10 years and indicate month and year. Use additional sheets if necessary. Attach resume.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***CURRENT EMPLOYER*** | | | (Name)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone:)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Address)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City)      \_\_\_\_\_\_\_\_\_\_\_  (State)      ­­\_\_\_\_\_\_\_\_\_\_\_\_ (Zip)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Employed From: |  | | | To: |  | | Pay: Start |  | | | Final | |  |
| Name and position  of immediate supervisor: | | |  | | | | Additional Compensation: \* | | | |  | | |
| Nature of work: |  | | | | | | | | | | | | |
| Reason for leaving: | |  | | | | May we contact employer | | | Yes | No | | *(See note 3 on page 1)* | |
|  | |  | | | |  | | |  |  | |  | |
| ***PREVIOUS EMPLOYER 1*** | | | (Name)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone:)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Address)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City)      \_\_\_\_\_\_\_\_\_\_\_  (State)      ­­\_\_\_\_\_\_\_\_\_\_\_\_ (Zip)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Employed From: |  | | | To: |  | | Pay: Start |  | | | Final | |  |
| Name and position  of immediate supervisor: | | |  | | | | Additional Compensation: \* | | | |  | | |
| Nature of work: |  | | | | | | | | | | | | |
| Reason for leaving: | |  | | | | May we contact employer | | | Yes | No | | *(See note 3 on page 1)* | |
|  | |  | | | |  | | |  |  | |  | |
| ***PREVIOUS EMPLOYER 2*** | | | (Name)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone:)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Address)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City)      \_\_\_\_\_\_\_\_\_\_\_  (State)      ­­\_\_\_\_\_\_\_\_\_\_\_\_ (Zip)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Employed From: |  | | | To: |  | | Pay: Start |  | | | Final | |  |
| Name and position  of immediate supervisor: | | |  | | | | Additional Compensation: \* | | | |  | | |
| Nature of work: |  | | | | | | | | | | | | |
| Reason for leaving: | |  | | | | May we contact employer | | | Yes | No | | *(See note 3 on page 1)* | |
|  | |  | | | |  | | |  |  | |  | |
| ***PREVIOUS EMPLOYER 3*** | | | (Name)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone:)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Address)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City)      \_\_\_\_\_\_\_\_\_\_\_  (State)      ­­\_\_\_\_\_\_\_\_\_\_\_\_ (Zip)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Employed From: |  | | | To: |  | | Pay: Start |  | | | Final | |  |
| Name and position  of immediate supervisor: | | |  | | | | Additional Compensation: \* | | | |  | | |
| Nature of work: |  | | | | | | | | | | | | |
| Reason for leaving: | |  | | | | May we contact employer | | | Yes | No | | *(See note 3 on page 1)* | |
|  | |  | | | |  | | |  |  | |  | |

\* On separate sheet, list additional compensation received, if any, such as incentive bonuses, stock, or commissions.

**REFERENCES** *(see note 3 on page 1)*

|  |  |  |
| --- | --- | --- |
| **Name and Occupation** | **Address** | **Phone Number** |
| Personal  1 |  |  |
| Personal  2 |  |  |
| Personal  3 |  |  |
| Business  1 |  |  |
| Business  2 |  |  |
| Business  3 |  |  |

Use the space below to summarize any additional information necessary to describe your full qualifications. (e.g., registrations, certifications, awards, publications, patents, etc.). Attach additional pages if necessary.

**APPLICANT'S CERTIFICATION AND AGREEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may result in immediate termination. QTEC is hereby authorized to make an investigation of my job-related history. I understand that nothing contained in this employment application is intended to create an employment contract between QTEC and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be at-will and that I or QTEC will have the right to terminate my employment at any time with or without any reason. | | | |
| Applicant Signature: |  | Date: |  |
|  |  |  |  |

*This application has been designed to accommodate both digital entry and print out by hand. The digital portion can be accessed via MS Word, with the intent that the applicant can save as a .pdf afterward filling out and insert their digital signature. This is in an effort to reduce the use of paper. If you do not have a digital signature already created, please consider taking a moment to follow the instructions at the link below to set up.*

*Anyone can set up a digital signature. For information and instructions, check out;* [*https://www.adobe.com/content/dam/Adobe/en/feature-details/acrobatpro/pdfs/signing-a-document-electronically.pdf*](https://www.adobe.com/content/dam/Adobe/en/feature-details/acrobatpro/pdfs/signing-a-document-electronically.pdf)