

Quality Employment Service, Inc.

We accept applications:
 Mon-Thur 8:30 - 11:30 & 1:30 - 4:30
 Friday 8:30 - 11:30 & 1:30 - 3:30

Date: _____

You will need to bring:
 Unexpired state/federal issued picture ID & an
 original social security card OR birth certificate

LEGAL NAME

First	Middle	Last	Preferred Name	Social Security Number	
Street Address:			City:	State:	Zip:
Mailing Address:			City:	State:	Zip:
Home Phone Number: ()		Cell Phone Number: ()		Cell Phone Service Carrier:	
Email Address:				Can we email/text you? Yes or No	
In case of emergency, notify: Name: Relation:				Phone Number: ()	
Type of work applying for		Date available	What is the lowest pay per hour you will work for?		
How did you hear about us? _____ Facebook _____ Friend _____ Indeed _____ Labor Dept _____ Newspaper _____ Our Website _____ Radio _____ Relative _____ Walk-in _____ TV Other _____					
Please circle the days you are available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday				Circle the shift you can work: 1st 2nd 3rd	
Will you work in (circle): Adel Albany Cairo Fitzgerald Moultrie Sylvester Thomasville Tifton					
Are you willing to work: _____ Temp Part-Time Full Time				Circle all that apply Are you bilingual?	
May we contact your present employer?		Have you ever applied with or worked for any Quality Employment Service office? Where? _____ When? _____			
Do you have a valid Driver's License?			Do you have reliable transportation?		
Did you graduate high school? Yes _____ No _____		Do you have a GED? Yes _____ No _____		Where?	
College/Vocational School: Year: _____			Where: _____		
Certificates or Degrees:					
Military Veteran: Yes No					
Branch:				Year:	

Acceptance of this application in no way obligates Quality Employment Service, Inc. to find employment and is not a guarantee that employment will be offered.

An Equal Opportunity Employer

State and Federal law prohibits discrimination based on age, sex or national origin.

WORK HISTORY (List most current job first)

Name: _____

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

If you have additional work history, please ask for another work history form.

Selected skills must match work history reported on application.

CLERICAL

_____ Accts. Payable
_____ Accts. Receivable
_____ Administrative Asst
_____ Bank Teller
_____ Banking Experience
_____ Billing Clerk
_____ Bookkeeping - Full Charge
_____ Bookkeeping Asst.
_____ Collections
_____ Customer Service

_____ Data Entry
_____ Filing
_____ Income Tax
_____ Insurance Office
_____ Marketing/Advertising
_____ Medical
_____ Payroll Clerk
_____ Purchasing
_____ Receptionist
_____ Scanner

_____ Secretary - Legal
_____ Switchboard Operator
_____ Transcription

TRANSLATION

_____ French
_____ German
_____ Sign Language
_____ Spanish

PROFESSIONAL

_____ Accountant
_____ Computer Networking
_____ Controller
_____ Correctional Officer
_____ Cost Accountant
_____ Counselor
_____ CPA
_____ Drafting
_____ Graphic Design

_____ Human Resource Mgr
_____ Insurance Sales
_____ IT Technician
_____ ♦ A (+) Certified*
_____ ♦ Net (+) Certified*
_____ Management
_____ Paralegal
_____ Real Estate
_____ Sales (other than retail)

_____ Software Developer
_____ Supervisor
_____ Teaching
_____ Telemarketing
_____ Web Design
_____ Other Certification

MEDICAL

_____ CNA*
_____ CPR Certified*
_____ Dental Assistant
_____ Dental Hygienist
_____ E M S*

_____ Med Admin Asst
_____ Medical Assistant
_____ Medical Coding
_____ Medical Scribe
_____ Nurse - LPN*

_____ Nurse - RN*
_____ Nurse Practitioner
_____ PCA (Personal Care Assistant)
_____ Pharmacy Tech
_____ Phlebotomist

SOFTWARE PROGRAMS

_____ Access
_____ AS/400
_____ CAD
_____ Excel
_____ Outlook
_____ Peachtree
_____ Power Point
_____ QuickBooks
_____ Quicken
_____ Sage/Peachtree
_____ Word
_____ Other

DESIGN PROGRAMS

_____ Adobe Creative Suite
_____ After Effects
_____ Illustrator
_____ InDesign
_____ Light Room
_____ Photoshop
_____ Premier Pro
_____ Other

WEB DEVELOPMENT

_____ CSS
_____ HTML
_____ JavaScript
_____ PHP
_____ Other

***Must have a copy of the certification/license on file.**

Selected skills must match work history reported on application.

LABOR

- | | | |
|-------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Agriculture/Field Work | <input type="checkbox"/> Inventory/Stocking | <input type="checkbox"/> Program Logic Controller |
| <input type="checkbox"/> Animal Control/Care | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Property Maintenance |
| <input type="checkbox"/> Appliance Installation | <input type="checkbox"/> Landscape/Lawn Care | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Lathe Machine Operator | <input type="checkbox"/> Receiving |
| <input type="checkbox"/> Auto Detailer | <input type="checkbox"/> Load/Unload Trucks | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Cable Installer | <input type="checkbox"/> Lube/Oil Tech | <input type="checkbox"/> Security |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Lumber Yard | <input type="checkbox"/> Service Advisor |
| <input type="checkbox"/> Die Caster | <input type="checkbox"/> Machine Operator | <input type="checkbox"/> Service Manager |
| <input type="checkbox"/> Dispatch | <input type="checkbox"/> Maintenance - Industrial | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Embroidery Machine | <input type="checkbox"/> Maintenance - Mechanical | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Furniture Framer | <input type="checkbox"/> Order Puller/Packer | <input type="checkbox"/> Tire Tech |
| <input type="checkbox"/> Furniture Mover | <input type="checkbox"/> Parts Dept. | <input type="checkbox"/> Upholsterer |
| <input type="checkbox"/> Grinder | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Hotel Housekeeping | <input type="checkbox"/> Pool Labor | <input type="checkbox"/> Well Drilling/Service |
| <input type="checkbox"/> Hotel Laundry | <input type="checkbox"/> Production Line | |

CONSTRUCTION/CARPENTRY

- | | | |
|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Fabrication | <input type="checkbox"/> Pneumatic Tools |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Floor Covering | <input type="checkbox"/> Professional Painter |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Heat & Air | <input type="checkbox"/> Roofer |
| <input type="checkbox"/> Carpenter Helper | <input type="checkbox"/> HVAC Certified* | <input type="checkbox"/> Sheet Metal |
| <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Insulation | <input type="checkbox"/> Sheetrock - Finish |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Masonry | <input type="checkbox"/> Sheetrock - Hang |
| <input type="checkbox"/> Conduit Installation | <input type="checkbox"/> Metal Building | <input type="checkbox"/> Sheetrock - Mud |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mobile Home Experience | <input type="checkbox"/> Sheetrock - Tape |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Mobile Home Set Up | <input type="checkbox"/> Sidewall |
| <input type="checkbox"/> Duct Work Installation | <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Trim |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Plumber | <input type="checkbox"/> Window Installation |
| <input type="checkbox"/> Electrician Helper | <input type="checkbox"/> Plumber Helper | |

EQUIPMENT OPERATOR

- | | |
|----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Spreader Operator |
| <input type="checkbox"/> Bulldozer | <input type="checkbox"/> ♦ Terragator |
| <input type="checkbox"/> Delivery Van/Truck | <input type="checkbox"/> ♦ Vector |
| <input type="checkbox"/> Dump Truck | <input type="checkbox"/> Standard/Clutch |
| <input type="checkbox"/> Excavator | <input type="checkbox"/> Tractor |
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Trash Truck |
| <input type="checkbox"/> Mobile Crane Oper | <input type="checkbox"/> Trencher |
| <input type="checkbox"/> Motorgrader | <input type="checkbox"/> Water Truck |
| <input type="checkbox"/> Overhead Crane Oper | <input type="checkbox"/> Zero Turn Mower |

MECHANICS

- | |
|---------------------------------------------------|
| <input type="checkbox"/> Aircraft Mechanic |
| <input type="checkbox"/> ASE Certified* |
| <input type="checkbox"/> Automobile Mechanic |
| <input type="checkbox"/> Diesel Mechanic |
| <input type="checkbox"/> Fleet Tech Mechanic |
| <input type="checkbox"/> Heavy Equip. Mech. |
| <input type="checkbox"/> Hydraulic Mechanic |
| <input type="checkbox"/> Small Engine Mechanic |
| <input type="checkbox"/> Tear Down Mechanic |
| <input type="checkbox"/> Have own mechanic tools? |

FORKLIFT

- | |
|-------------------------------------------------|
| <input type="checkbox"/> Cherry Picker Forklift |
| <input type="checkbox"/> Pallet Jack - Electric |
| <input type="checkbox"/> Pallet Jack - Manual |
| <input type="checkbox"/> Pole Forklift |
| <input type="checkbox"/> Reach Truck |
| <input type="checkbox"/> Sit Down Forklift |
| <input type="checkbox"/> Stand Up Forklift |

WELDER

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> MIG | <input type="checkbox"/> Certified* |
| <input type="checkbox"/> Stick | <input type="checkbox"/> Certified* |
| <input type="checkbox"/> TIG | <input type="checkbox"/> Certified* |
| <input type="checkbox"/> Brazing | |
| <input type="checkbox"/> Tack | |

RESTAURANT LABOR

- | |
|---------------------------------------|
| <input type="checkbox"/> Bartender |
| <input type="checkbox"/> Bus Boy |
| <input type="checkbox"/> Cook |
| <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Food Prep |
| <input type="checkbox"/> Host/Hostess |
| <input type="checkbox"/> Manager |
| <input type="checkbox"/> Server |

* Must have a copy of the certification on file.

DRIVER'S LICENSE

_____ CDL Class A* _____ Bus _____ Passenger
_____ CDL Class B* _____ Doubles _____ Tankers
_____ Driver's License _____ Hazmat _____ Triples

*** Must have a copy of the driver's license/certification on file.**

DOT Medical Card expiration date (if applicable): _____

Have you ever worked for another staffing agency? Yes No

If yes, who? _____

If there are any gaps in employment history, please explain: _____

I hereby authorize Quality Employment Service, Inc. (herein referred to as QES) to make a complete investigation of me and furnish to its customers a report based thereon. I agree, if employed by QES, that if I make a claim against you for personal injuries, upon request I shall submit to drug screens and examinations by physicians of your selection. My employment may be terminated by QES at any time without any liability to QES except for wages and salary as earned by me at the date of such termination. I understand that it is my responsibility to notify QES of my availability on a twice-weekly basis, and if I do not, I will be considered unavailable for work. I understand that intentionally providing false information on this form could result in termination of any contract or employment that I may have with you. I also understand that I will be an employee of QES and will be working for different companies as their representative. If I should accept employment from the company that I was referred to, or another company as a result of that referral within six (6) months of my referral or assignment end date, there will be a placement fee if I have not worked as a temporary with that company for 640 worked hours. **I also understand that I could be subject to a drug screen, criminal background check, MVR check, and credit check before being placed on an assignment.**

I hereby acknowledge that I have read and understand the above statement.

Signature: _____ Date: _____

Do not write below this line

Interviewer: _____ Entered By: _____ _____ Clean Background
_____ _____ HS Diploma/GED
_____ _____ Military
_____ _____ Non-Smoker
_____ _____ Update _____
_____ _____ NER

Clerical/Whse Test Date: _____ Time: _____