



APPLICATION FOR EMPLOYMENT
Office Management
QMI IS AN EQUAL OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS MUST PASS A BACKGROUND CHECK

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____
 Social Security Number _____ Phone _____ Are You 18 years or Older? Yes No
 Present address _____
 Person to notify in case of emergency _____ Address _____ Phone _____
 Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No
 Have you ever been convicted of a felony? Yes No Do you have reliable transportation? Yes No
 Do you have a valid driver's license? Yes No
 Do you have any physical limitations that may prevent you from performing the work applied for? Yes No

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary desired \$ _____
 Will you work overtime or special hours if needed? Yes No If no, explain _____
 Will you work on weekends? Yes No What days are you **NOT** available to work? _____
 What hours can you work during the day? _____ What hours can you work at night? _____

EDUCATION

High school – Did you graduate? Yes No Date graduated or last year completed _____
 Higher education – Years attended _____ Subjects studied _____
 University, College, Business or Correspondence school – Subjects studied _____
 Degree: Yes No Type of Degree: _____

FORMER EMPLOYERS

Employer _____ Address _____ From _____ To _____
 Position _____ Salary \$ _____ May we contact employer? Yes No
 Employer Name _____
 Employer phone # _____
 Reason for leaving _____

Employer _____ Address _____ From _____ To _____
 Position _____ Salary \$ _____ May we contact employer? Yes No
 Employer Name _____
 Employer phone # _____
 Reason for leaving _____

Employer _____ Address _____ From _____ To _____
 Position _____ Salary \$ _____ May we contact employer? Yes No
 Employer Name _____
 Employer phone # _____
 Reason for leaving _____

REFERENCES

(Persons not related to you, whom you have known for at least one year)

Name _____ Address _____ Phone _____ Years Acquainted _____
 Name _____ Address _____ Phone _____ Years Acquainted _____
 Name _____ Address _____ Phone _____ Years Acquainted _____

Job responsibilities may include, but are not limited to: Answering phones, manage employees, schedule employees hours, hire employees and make recommendations to terminate, maintain vendor/client lists, maintain files, update mailing lists, respond to all correspondence, customer service, keeping supplies plentiful in office/bathroom, make appointments for carpet cleaning or any other type of janitorial work, marketing, handling existing accounts.

Is there anything that would prevent you from performing these basic job requirements? Yes No

Ability to type? Yes No Words Per Minute: _____

EXPERIENCE

List below any experience you have or skills you may have that would benefit QMI Environmental Inc.:

1. _____ Experienced Some Experience
 2. _____ Experienced Some Experience
 3. _____ Experienced Some Experience
 4. _____ Experienced Some Experience
 5. _____ Experienced Some Experience

I certify that all of the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

QMI Environmental maintains a zero tolerance policy for drug use and alcohol use in the workplace. QMI Environmental Inc. maintains employee code of conduct requirements, confidentiality agreements and non-compete agreements that are provided to all employees and these agreements require compliance as do all organizational policies and procedures. I understand that violation of these agreements may result in disciplinary action up to and including termination. I understand that my employment with QMI Environmental is contingent on passing a high security background check

If you do not understand any part of this section, please ask questions before signing.

Applicant Name: _____ Date: _____

DO NOT WRITE BELOW THIS BOX

Interviewed by: _____ Date: _____

Remarks: _____

Neatness: _____ Ability: _____

Employer Contacted: Yes No Remarks: _____

Employer Contacted: Yes No Remarks: _____

Employer Contacted: Yes No Remarks: _____

Date Hired: _____ Position: _____ Salary: _____ Start Date: _____