



160 WillowBrook Office Park  
Fairport, NY 14450 • 585-218-4060

Last Name

First Name

M.I.

Current Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel: Home ( ) \_\_\_\_\_ - \_\_\_\_\_ Work ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell/Other ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_ other contact info: \_\_\_\_\_

EDUCATION				
School - Branch	Location	# Yrs. Attended	Degree/Certification/Major/Rank	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**POSITION DESIRED** 1<sup>ST</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

**Shift A** \_\_\_ **B** \_\_\_ **C** \_\_\_ **Overtime?** Yes \_\_\_ No \_\_\_ **Weekends?** Yes \_\_\_ No \_\_\_

Relocation? No \_\_\_ Yes \_\_\_ Location(s) \_\_\_\_\_ Travel? No \_\_\_ Yes \_\_\_ % \_\_\_\_\_

Salary: Current \$ \_\_\_\_\_ Desired \$ \_\_\_\_\_ Minimum \$ \_\_\_\_\_

**Employer (CURRENT or LAST)**

**Company** \_\_\_\_\_ **Job Title** \_\_\_\_\_

Address \_\_\_\_\_ Dates employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ EXT. \_\_\_\_\_

**(Current supervisor will not be contacted without your permission)**

Reason for leaving \_\_\_\_\_

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**Employer (2)**

**Company** \_\_\_\_\_ **Job Title** \_\_\_\_\_

Address \_\_\_\_\_ Dates employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ EXT. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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**Employer (3)**

**Company** \_\_\_\_\_ **Job Title** \_\_\_\_\_

Address \_\_\_\_\_ Dates employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ EXT. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_ If not, do you have the legal right to work in the U.S.? Yes \_\_\_ No \_\_\_

Have you ever been employed by Quality Recruiting? Yes \_\_\_ Dates \_\_\_\_\_ No \_\_\_

How were you referred to Quality Recruiting? Paper \_\_\_ Yellow Pages \_\_\_ Web \_\_\_ Referral \_\_\_\_\_

Other \_\_\_\_\_

**GENERAL EXPERIENCE SUMMARY**

OFFICE	Y/N	Software	Version	Basic	Intermediate	Advanced
Entry level	___	Word	_____	___	___	___
Clerical	___	PowerPoint	_____	___	___	___
Accounting	___	Excel	_____	___	___	___
Receptionist	___	Access	_____	___	___	___
Call Center	___	FrontPage	_____	___	___	___
Legal	___	Publisher	_____	___	___	___
Medical	___	QuickBooks	_____	___	___	___
Admin	___	Quicken	_____	___	___	___
Exec Asst	___	Data Entry	Alpha _____ SPM _____	Numeric _____	SPM _____	_____
Professional	___	Other SW	_____			

**MANUFACTURING**

Shipping/Rec ___	Skilled Machinist _____
Blueprints ___	<b>Type</b>
Gen. Factory ___	Assembly _____
Qual. Control ___	<b>Type</b>

**AGREEMENT**

I certify that all information provided by me in this Application is true and correct. I hereby authorize Quality Recruiting to secure all information that may be sought in connection with this Application. I authorize and request each former employer or educational institution given as a reference to answer all questions that may be asked concerning my work habits character and skills. I acknowledge that as a condition to securing employment, certain companies may require my submitting to various testing, including personality assessment, skills, drug, fingerprinting, police record, and polygraph tests. If I decline, Quality Recruiting will be unable to represent me for that particular employment opportunity. If I accept the required testing and fail to qualify according to the minimum standards established by the client or if I fail to report for the scheduled appointment, I agree to pay in full any costs associated with the testing. I hold Quality Recruiting harmless from any liability in connection with the results of the testing.

**If I am offered a temp-to-hire or temporary employee position and accept a position with Quality Recruiting, I agree to the following:**

**PERSONAL INJURIES:** I agree that if at any time I shall make claims against the company for personal injuries, upon written request I will submit myself to examination by a physician or physicians of the company's selection as often as may be requested.

**WAGES:** I acknowledge that employment by the Company will be employment at will and that I may be terminated by Quality Recruiting with or without cause and without liability to me for wages or salary except that wages that were earned at the date and time of such termination.

**PAYROLL PROCEDURES/SAFETY:** Upon employment, Quality Recruiting will provide me with their payroll & safety procedures.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Recruiter \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION TO THE RECEPTIONIST. A QUALITY RECRUITING PLACEMENT SPECIALIST WILL BE WITH YOU SOON. PLEASE INCLUDE A RESUME IF YOU HAVE ONE. THANK YOU.**

**TO BE COMPLETED BY QUALITY RECRUITING**

Candidate Preference: Co. Size. Sm. \_\_\_ Med. \_\_\_ Lg. \_\_\_ Dress code: Casual \_\_\_ Bus. Cas. \_\_\_ Prof. \_\_\_

Drug Testing: \_\_\_

Reason for leaving last position \_\_\_\_\_

Industry Preference \_\_\_\_\_ Interview \_\_\_\_\_ Technical \_\_\_\_\_

**Interview Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/Position	Firm	Interview With	Date	Time	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____