

IQS, Inc.

"Raise Your Expectations"



4500 S. Wayside Suite 101
Houston, TX. 77087
Phone: (713) 640-9484
Fax: (713) 640-9894
Website: www.iqsinc.net

Criminal Background Check Authorization and Release Form

I, _____, hereby authorize any law enforcement agency to furnish IQS, Inc. or it's agent information related to my criminal history. I hereby release IQS, Inc. and all of it's agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information to IQS, Inc. I certify that the statements made by me on this form are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment / continued employment, and could result in disciplinary action including termination.

Employee Signature

Date

IQS, Inc. Representative

Date

Application for Employment

IQS, Inc.

Last name		First	MI	Date of Birth			Date of Application	
Street address				Type(s) of work desired			Social Security number	
City		State	ZIP	Home telephone			Work telephone	
How were you referred to IQS? (Circle only one.)	A By your college	B Advertisement	C Employment Agency	D By an Employee	If so, give name:	E Open House	F Walk-in	G Other

Please read carefully and complete by printing in ink or typing.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide all information requested

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

Date you will be available to start work:	Desired pay:
Are you able to meet the attendance requirements?	
Do you have any objection to working overtime if necessary?	
Can you travel if required by this position?	
Drivers License number (if driving is an essential job duty):	
Have you ever been previously employed by our organization?	
Can you submit proof of legal employment by our organization?	
If you are under 18, can you furnish a work permit if it is required?	
Have you ever been convicted of a crime in the last 7 years?	
If yes, please explain (a conviction will not automatically bar employment):	

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company	Type of business	Type or Classification of job
Street address	Phone number	Brief description of job duties
City	State ZIP code	
Supervisor's name		
Base Salary	Dates worked From To	
Reason for leaving		

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Special Skills

<i>To be completed by applicant for office/clerical work</i>		<i>To be completed by applicant for floor crew/ custodian work</i>	
Typing	Yes No Words per minute:	Type of machines operated:	Years experience
Computer Skills	Hardware Software		
Please list other skills and/or equipment/ language experience you have acquired:		List other production skills or experience:	

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High School: _____

College: _____

Technical Training: _____

Other: _____

Professional/Work References

List two past supervisors and one person who are not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/ Relationship	Address (Street, City, State, Zip)	Phone number (Indicate area code)	Occupation

I authorize investigation of all statements contained in the application and understand that any false statements or information I have provided will be cause for immediate termination of my employment. I understand that I may be drug tested and that a police background check may be performed. I understand that employment at this company is "at will", which means that either the company or I can terminate the employment relationship at any time, with or without prior notice. And for any reason not prohibited by statute.

Signature: _____ Date: _____