



**APPLICATION FOR EMPLOYMENT**

Quality Enclosures, Inc is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he, or she should contact Human Resources at 941-378-0051.

**PLEASE COMPLETE ALL SECTIONS BELOW:(PRINT)**

<b>APPLICANT NAME</b>	
<b>ADDRESS</b>	
<b>CITY, STATE, AND ZIP CODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>DATE OF APPLICATION</b>	

**EMPLOYMENT POSITION:** (Mark 'X' for department)

SALES___	PRODUCTION___	DELIVERY___	SHIPPING/RECEIVING___	OFFICE___	ACCOUNTING___
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How did you hear about this position? \_\_\_\_\_

What hours or shift are you available to work? \_\_\_\_\_

On what date can you start working, if hired? \_\_\_\_\_

Desired salary? \_\_\_\_\_

If needed, are you available to work overtime? **YES / NO**

Do you have reliable transportation to and from work? **YES / NO**

**PERSONAL INFORMATION:**

Have you ever applied to or worked for Quality Enclosures before? **YES / NO**

If yes, when? \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Quality Enclosures? **YES / NO**

If yes, please list name and relationship. \_\_\_\_\_

Are you at least 18 years of age? **YES / NO**

Are you a U.S. citizen or approved to work in the United States? **YES / NO**

Will you consent to a mandatory pre-employment drug screen? **YES / NO**

Do you have any condition(s) which would limit your ability to perform this job? **YES / NO**

If yes, please describe accommodations required below. \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Do you have any **Open** or **Closed** Workers' Compensation claim? **YES / NO**

If yes, do you have any work restrictions? \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor)? **YES / NO**

If yes, please state the nature of the crime(s), when this occurred. \_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**JOB SKILLS/QUALIFICATIONS:**

Please list below the skills and qualification you possess for the position for which you are applying:

*(Note: Quality Enclosures complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)*

**EDUCATION & TRAINING:**

**High School**

<b>NAME</b>	<b>LOCATION (city/state)</b>	<b>YEAR GRADUATED</b>	<b>DEGREE EARNED</b>

**College/University**

<b>NAME</b>	<b>LOCATION (city/state)</b>	<b>YEAR GRADUATED</b>	<b>DEGREE EARNED</b>

**Vocational School/Specialized Training**

<b>NAME</b>	<b>LOCATION (city/state)</b>	<b>YEAR GRADUATED</b>	<b>DEGREE EARNED</b>

**Military:**

Have you been a member of the Armed Services?

**YES / NO**

If yes, what branch and what year did you serve? \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

<b>Employer Name</b>	
<b>Position/Title</b>	
<b>Supervisor Name</b>	
<b>Employer Address</b>	
<b>City, State, Zip Code</b>	
<b>Employer Telephone #</b>	
<b>Dates Employed</b>	
<b>Reason for leaving</b>	

<b>Employer Name</b>	
<b>Position/Title</b>	
<b>Supervisor Name</b>	
<b>Employer Address</b>	
<b>City, State, Zip Code</b>	
<b>Employer Telephone #</b>	
<b>Dates Employed</b>	
<b>Reason for leaving</b>	

**REFERENCES: Please provide 2 personal and/or professional reference(s) below**

NAME	CONTACT INFORMATION	RELATIONSHIP

**AT-WILL EMPLOYMENT:**

The relationship between you and the Quality Enclosures, Inc is referred to as "employment At-Will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Quality Enclosures, Inc. No representative of Quality Enclosures, Inc has authority to enter into any agreement contrary to the foregoing "employment "At-Will" relationship.

You understand that your employment is "At-Will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your "At-Will" employment status.

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

**Quality Enclosures - Southeast**

<b>Corporate Office &amp; Fabrication: (Sarasota)</b>  2025 Porter Lake Dr Sarasota, FL. 32404 Ph: 941-378-0051 Fax: 941-377-9245	<b>Georgia: Fabrication</b>  850 Pickens Industrial Dr. Marietta, GA. 30062 Ph: 770-590-7337 Fax: 770-590-7338
<b>Fabrication Plant: (Port Orange)</b>  4461 Eastport Parkway Port Orange, FL. 32127 Ph: 941-378-0051 Fax: 941-377-9245	<b>North Carolina: Fabrication &amp; Tempering</b>  1301 Mabry Dr. Albemarle, NC. 28001 Ph: 941-378-0051 Fax: 941-377-9245
<b>Tempering Plant: (Port Orange)</b>  4421 Eastport Parkway Port Orange, FL. 32127 Ph: 386-322-7001 Fax: 941-377-9245	<b>Tennessee: Distribution</b>  2324 SouthPark Dr Murfreesboro, TN. 37128 Ph: 615-494-0002 Fax: 615-494-0057

**Please note:** *Quality Enclosures, Southeast, is not affiliated with our sister company, Quality Enclosures, New York.*