

“10 Steps to Completing Your Online Application”

- 1.) Go to www.itsquest.com and click “Apply Now”
- 2.) Click on “**Sign-Up**”
- 3.) You will then be entering vital information and selecting a “**Username**” and “**Password.**” Each will need to be 5 to 20 characters in length (with at least one letter and one number). Please write these down and/or select a username and password that you will remember.
- 4.) Be sure to indicate “**Clovis**” when prompted for “**Location.**” This will ensure that your applicant profile is sent to our Clovis branch.
- 5.) When completed, review your profile and confirm that all fields indicate “**Complete.**” The only field that should indicate “**Incomplete**” is “**Résumé.**” (If available, a résumé can be brought with you to your appointment and we will scan it into the system for you.)
 - a. To update status from “**Incomplete**” to “**Complete:**”
 - b. Select the field to the left of “Incomplete”
 - c. Enter requested information making sure to follow the indicated format. (For instance, employment dates should be entered using 2 digits for the month, 2 digits for the day and 4 digits for the year, ie. xx/xx/xxxx.) A start and end have to be included for the dates.
 - d. Make sure to save entries at the end of each section.
- 6.) “**Log out**”
- 7.) Log back in and *double check* for “**Incomplete**” fields (only résumé can be incomplete)
- 8.) Once online application is completed, we will contact you to schedule an interview and watch our safety video. If you have not heard from us within 24 hours, please make sure that you designated “Clovis” for location and give us a call at (575) 762-2114.
- 9.) Please bring 2 forms of ID to support your I-9 (*one that proves your identity and one that proves you are authorized to work in the United States*) when you come to your scheduled appointment. (If you select your Social Security Card as one of your identification forms, please make sure it is not laminated if it states “DO NOT LAMINATE” on the back of the card.)

*****Include High School Education and / or GED put whether completed or not*****

List last 7 years of work history with supervisors name & phone numbers

Remember that we do Drug Testing, Reference Checks and Background Checks on ALL of our employees.

*****LEAVE NO BLANKS*****