

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME _____

PRESENT ADDRESS _____

Street

City

State _____ Zip _____ TELEPHONE _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? _____

SOCIAL SECURITY NUMBER _____ ARE YOU 18 YEARS OLD OR OLDER? _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, WHEN; WHERE AND NATURE OF OFFENSE? _____
(excluding misdemeanors and traffic offenses)

(Note: Conviction record will not necessarily be a bar to employment)

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL	_____	_____	_____	_____
HIGH SCHOOL	_____	_____	_____	_____
COLLEGE	_____	_____	_____	_____
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	_____	_____	_____	_____

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

WHAT SPECIAL WORK EXPERIENCES HAVE YOU HAD? _____

U.S. MILITARY OR NAVAL SERVICE _____ FROM _____ TO _____ DATE DISCHARGED _____

RANK & DUTIES _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

PRIOR EMPLOYMENT

(Start with most recent employer)

Employer	Phone ()	From:	To:
Address City, State, Zip		Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	

Employer	Phone ()	From:	To:
Address City, State, Zip		Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	

Employer	Phone ()	From:	To:
Address City, State, Zip		Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

IN CASE OF EMERGENCY NOTIFY

Name Address Phone No.

The above information is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign such employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice. I also understand that my supervisor has no authority to change this at will relationship. This constitutes the entire agreement concerning potential employment with the Company.

Date: _____ Signature of Applicant: _____

DO NOT WRITE BELOW THIS LINE

SUMMARY OF INTERVIEW: _____	

Accepted for employment: <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: _____
Starting Rate \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Week	Scheduled to start work: _____ / _____ / _____
Interviewed by: _____	Date: _____ / _____ / _____
Approved by: _____	Date: _____ / _____ / _____