

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

Personal Information

Date: _____

Name (Last Name First)		Social Security Number:	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone Number ()	Referred By:		

Position Applied For:	Date You Can Start / Hours Available	Salary Desired
Have You Previously Worked Here? Yes No If Yes, When?	Are You Employed Now? Yes No If Yes, Where?	Are you Married? Yes No Any Children? Yes No
List Any Relatives or Friends That Work For This Company _____		
Have You Ever Been Arrested? Yes No	Were You Convicted? Yes No	
If Yes, Please Explain _____		

<u>Education</u>	<u>Name of School & Location</u>	<u>Course of Study</u>	<u>Number of Years Completed</u>	<u>Did You Graduate</u>	<u>Diploma or Degree</u>
High School				Yes / No	
Trade or Business School				Yes / No	
College or University				Yes / No	
Graduate School				Yes / No	

Subjects of Special Study / Research Work or Special Training / Skills:

Work History

<u>Name - Address - Phone No. of Employer</u>	<u>Position - Work Description</u>	<u>Salary</u>	<u>Date Start / End</u>	<u>Reason For Leaving</u>
			Start	
			End	
			Start	
			End	
			Start	
			End	
			Start	
			End	

References

Name	Address & Phone Number	Relationship	Business	Years Known

Additional Remarks for Consideration:

Applicant's Certificate/Authorization – Please Read Carefully Before Signing

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may result in my discharge.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

If employed, I understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract but is at-will.

Applicant's Signature	Date
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----- DO NOT WRITE BELOW THIS LINE ----- Company Use Only -----

Remarks:

Neatness	Character		
Personality	Ability		
Hire Date	Will Report	Salary / Wage	