



APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION
Date:
Name: Last First Middle Social Security #:
Present Address: CITY STATE ZIP
Permanent Address: CITY STATE ZIP
Phone Number: Are you 18 years or older? Yes No
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED
Position: Date you can start: Desired Salary:\$
Are you employed now? Yes No If so, may we inquire of your present employer? Yes No
Have you ever applied with our company before? Yes No
If so, Where? When?

EDUCATION
Table with 4 columns: Name & Location of School, Years Attended, Did You Graduate?, Subjects Studied. Rows include Grammar School, High School, College, and Trade, Business, Or Correspondence School.

GENERAL
Subjects of Special Study or Research Work:
Special Skills:
\*Activities (Civic, Athletic, etc.):
\*Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.
U.S. Military or Naval Service: Rank:
Present membership in National Guard or Reserves:

PRE-HIRE AND RANDOM DRUG TESTING IS REQUIRED FOR EMPLOYMENT

**FORMER EMPLOYERS** (List below last three employers, starting with last one first)

Date		Name & Address of Employer	Salary	Position	Reason for Leaving
Month & Year					
From _____	To _____	_____	_____	_____	_____
From _____	To _____	_____	_____	_____	_____
From _____	To _____	_____	_____	_____	_____

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

	Name	Address	Business	Years Acquainted
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**IN CASE OF EMERGENCY NOTIFY:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone# \_\_\_\_\_

**“I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.**

**In consideration of my employment, I agree to conform to the Company’s Rules and Regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Company’s option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Company. I understand that no Company representative, other than it’s President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.”**

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

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness: \_\_\_\_\_ Ability: \_\_\_\_\_

Position: \_\_\_\_\_ Date Reporting To Work: \_\_\_\_\_