



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

PRE-EMPLOYMENT QUESTIONNAIRE

PERSONAL INFORMATION

| | | | | | | | |
|-------------------|--|-----------------|----------|----------------|--|---------------------|-----|
| LAST NAME | | FIRST NAME | | MIDDLE INITIAL | | SOCIAL SECURITY NO. | |
| PRESENT ADDRESS | | | APT. NO. | CITY | | STATE | ZIP |
| PERMANENT ADDRESS | | | APT. NO. | CITY | | STATE | ZIP |
| Email Address | | PHONE () | | | | | |

DESIRED EMPLOYMENT

| | | |
|---|--|--------------------------------|
| POSITION | DATE YOU CAN START | SALARY DESIRED |
| ARE YOU EMPLOYED NOW? | If so, may we inquire | |
| YES NO | of your present employer? YES NO | |
| Ever applied to this Company before? | Where? | When? |
| YES NO | | |
| Ever worked for this Company before? | Where? | When? |
| YES NO | | |
| Reason for Leaving | | |
| Name of Last Supervisor at this Company | | |
| Who referred you to this Company? | | |
| Employment Agency | Newspaper Advertising | Friend |
| State Employment Office | College Placement Service | Walk-in Other |

EDUCATION

| SCHOOL LEVEL | NAME and LOCATION of SCHOOL | NO. OF YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|--|-----------------------------|-----------------------|-------------------|------------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE, BUSINESS or CORRESPONDENCE SCHOOL | | | | |

GENERAL

| |
|--|
| SUBJECTS of SPECIAL STUDY or RESEARCH WORK |
| SPECIAL TRAINING |
| SPECIAL SKILLS |
| COMPUTER SKILLS |

| |
|------------|
| LAST NAME: |
| FIRST: |
| MIDDLE: |

FORMER EMPLOYERS

List Below Last Three (3) Employers, starting with the **MOST** recent one First

| | | | | |
|-------------------------------------|---------------------|---|--------------|-----------|
| NAME of PRESENT or LAST EMPLOYER | | | | |
| ADDRESS | | CITY | | STATE ZIP |
| STARTING DATE | LEAVING DATE | | JOB TITLE | |
| WEEKLY STARTING SALARY | WEEKLY FINAL SALARY | MAY WE CONTACT YOUR SUPERVISOR? YES NO | | |
| NAME of SUPERVISOR | TITLE | | PHONE () | |
| DESCRIPTION of WORK | | | | |
| | | | | |
| REASON for LEAVING | | | | |

| | | | | |
|---------------------------|---------------------|---|--------------|-----------|
| NAME of PREVIOUS EMPLOYER | | | | |
| ADDRESS | | CITY | | STATE ZIP |
| STARTING DATE | LEAVING DATE | | JOB TITLE | |
| WEEKLY STARTING SALARY | WEEKLY FINAL SALARY | MAY WE CONTACT YOUR SUPERVISOR? YES NO | | |
| NAME of SUPERVISOR | TITLE | | PHONE () | |
| DESCRIPTION of WORK | | | | |
| | | | | |
| REASON for LEAVING | | | | |

| | | | | |
|---------------------------|---------------------|---|--------------|-----------|
| NAME of PREVIOUS EMPLOYER | | | | |
| ADDRESS | | CITY | | STATE ZIP |
| STARTING DATE | LEAVING DATE | | JOB TITLE | |
| WEEKLY STARTING SALARY | WEEKLY FINAL SALARY | MAY WE CONTACT YOUR SUPERVISOR? YES NO | | |
| NAME of SUPERVISOR | TITLE | | PHONE () | |
| DESCRIPTION of WORK | | | | |
| | | | | |
| REASON for LEAVING | | | | |

REFERENCES

BELOW, GIVE THE NAMES OF THREE (3) PERSONS YOU ARE **NOT** RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE (1) YEAR.

| | NAME | ADDRESS | PHONE | YEARS ACQUAINTED |
|---|------|---------|-------|------------------|
| 1 | | | () | |
| 2 | | | () | |
| 3 | | | () | |

SERVICE RECORD

| BRANCH OF SERVICE | DISCHARGE DATE RANK |
|-------------------|------------------------|
| | |
| | |
| | |
| | |

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

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.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

SIGNATURE

DATE