



# APPLICATION FOR EMPLOYMENT

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

## PERSONAL INFORMATION

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME (LAST NAME, FIRST, MIDDLE)			SOCIAL SECURITY NO	
PRESENT ADDRESS	APT. NO.	CITY	STATE	ZIP
PERMANENT ADDRESS	APT. NO.	CITY	STATE	ZIP
PHONE NO	CELL NO.		ARE YOU 18 OR OLDER YES <input type="checkbox"/> NO <input type="checkbox"/>	
ARE YOU EITHER A US CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES?			ARE YOU 21 OR OLDER YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>EMPLOYMENT DESIRED</b>				
POSITION	DATE YOU CAN START	SALARY DESIRED		
ARE YOU EMPLOYED NOW?	YES <input type="checkbox"/> NO <input type="checkbox"/>	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
ARE YOU CURRENTLY ENROLLED IN COLLEGE OR TRADE SCHOOL?	YES <input type="checkbox"/> NO <input type="checkbox"/>	WHERE:		
EVER APPLIED TO THIS COMPANY BEFORE?	WHEN?			
REFERRED BY:				

EDUCATION	NAME & 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 SKILLS				
MILITARY BRANCH OF SERVICE		DISCHARGED? DATE / RANK		

<b>FORMER EMPLOYERS</b> STARTING WITH LAST ONE FIRST				
DATE MONTH / YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

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

NAME	ADDRESS / PHONE #	BUSINESS	YEARS ACQUAINTED

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, EXPLAIN. (Will not necessarily exclude you from consideration)	

ARE YOU ABLE TO LIFT 100 LBS.?      YES       NO

DO YOU HAVE RELIABLE TRANSPORTATION?      YES       NO

DO YOU HAVE A VALID DRIVERS LICENSE?      YES       NO

HAVE YOU HAD ANY TICKETS ON YOUR DRIVERS LICENSE IN THE LAST THREE YEARS?      YES       NO

"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 ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

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DATE

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SIGNATURE