

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire)

(An Equal Opportunity Employer)

PERSONAL INFORMATION

Date: _____

Name: _____
Last
First
Middle
Social Security #: _____

Present Address: _____
Street
City
State
Zip

Permanent Address: _____
Street
City
State
Zip

Phone Number: _____ Are you 18 years or older: YES NO

Are you either a U.S. Citizen or an Alien authorized to work in the U.S.? YES NO

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Desired salary: _____

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 & Location of School	* # of years attended	* Did you graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of special study or research? _____

Special Skills: _____

Activities (Civic, Athletic, Etc.): _____

U.S. Military or Naval Service _____ Rank _____ Present Membership in Reserves? _____

*The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

FORMER EMPLOYERS

(List below the last three employers, starting with the last one first)

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

Which of these jobs did you like best?

What did you like most about that job?

REFERENCES

Name	Address	Business	Years Acquainted
1			
2			
3			

In case of
emergency, please notify:

Name

Address

Phone #

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 listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing the same to you.

I 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.

Date:

Signature of applicant:

Do not write below this line

Interviewed By: _____

Date: _____

Remarks: _____
