



APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire
EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE _____

NAME _____ SOCIAL SECURITY NO _____

CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

DATE OF BIRTH _____ PHONE # _____ SECONDARY PHONE # _____ REFERRED BY _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? YES NO

IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO

EVER APPLIED TO THIS COMPANY? YES NO

WHERE _____ WHEN _____

EDUCATION HISTORY

HIGH SCHOOL _____

COLLEGE _____

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL _____

GENERAL INFORMATION

SUBJECT OF SPECIAL STUDY/RESEARCH WORK _____

SPECIAL TRAINING _____

SPECIAL SKILLS _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____

FORMER EMPLOYERS (LIST BELOW. LAST FOUR EMPLOYERS STARTING WITH MOST RECENT FIRST)

DATE/MONTH/YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES (LIST THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

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 from 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.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

DATE INTERVIEWED BY

REMARKS

NEATNESS			CHARACTER	
PERSONALITY			ABILITY	
HIRE	FOR DEPT	POSITION	WILL REPORT	SALARY

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER