

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT
QUESTIONNAIRE
AN EQUAL
OPPORTUNITY
EMPLOYER

PERSONAL INFORMATION

| | | | | |
|----------------------------|------|------------------------|-----|--|
| NAME (LAST NAME FIRST) | | SOCIAL SECURITY NUMBER | | |
| PRESENT ADDRESS | CITY | STATE | ZIP | |
| ARE YOU 18 YEARS OR OLDER? | | PHONE NUMBER | | |
| E-MAIL ADDRESS | | | | |

DESIRED EMPLOYMENT

| | | |
|-----------------------------------|---|----------------|
| POSITION | DATE YOU CAN START | SALARY DESIRED |
| ARE YOU EMPLOYED NOW? | IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? | |
| WHO REFERRED YOU TO THIS COMPANY? | | |

EDUCATION

| SCHOOL LEVEL | NAME AND LOCATION OF SCHOOL | NO. OF YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|--|-----------------------------|-----------------------|-------------------|------------------|
| GRAMMAR SCHOOL | | | | |
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL | | | | |

REFERENCES

| | NAME | PHONE NUMBER | BUSINESS | YEARS ACQUAINTED |
|---|------|--------------|----------|------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

FORMER EMPLOYERS

LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT

| | | | | |
|----------------------------------|--------------|------|---------------------------------|-----|
| NAME OF PRESENT OR LAST EMPLOYER | | | | |
| ADDRESS | | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | | JOB TITLE | |
| STARTING WAGE | FINAL WAGE | | MAY WE CONTACT YOUR SUPERVISOR? | |
| NAME OF SUPERVISOR | TITLE | | PHONE | |
| DESCRIPTION OF WORK | | | | |
| REASON FOR LEAVING | | | | |

| | | | | |
|----------------------------------|--------------|------|---------------------------------|-----|
| NAME OF PRESENT OR LAST EMPLOYER | | | | |
| ADDRESS | | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | | JOB TITLE | |
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| | | | | |
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| NAME OF PRESENT OR LAST EMPLOYER | | | | |
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| STARTING WAGE | FINAL WAGE | | MAY WE CONTACT YOUR SUPERVISOR? | |
| NAME OF SUPERVISOR | TITLE | | PHONE | |
| DESCRIPTION OF WORK | | | | |
| REASON FOR LEAVING | | | | |

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL TRAINING

SPECIAL SKILLS

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?

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."

DATE

SIGNATURE