

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire Equal Opportunity Employer



PERSONAL INFORMATION

NAME (LAST NAME FIRST)			SOCIAL SECURITY NUMBER
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	REFERRED BY		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?	IF SO MAY WE CONTACT YOUR PRESENT EMPLOYER?	

EDUCATION

NAME AND LOCATION	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE OR BUSINESS SCHOOL			

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS

DATES EMPLOYED	NAME AND ADDRESS	SALARY	POSITION	REASON FOR LEAVING

REFERENCES

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Have you ever been convicted of a crime, including sex related or child and elder abuse related offenses?
 Yes No If yes, explain:

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 _____

INTERVIEWED BY _____ DATE: _____

REMARKS

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
HIRED	POSITION	STATE DATE	STARTING SALARY

APPROVED BY: 1. _____ DATE _____ 2. _____ DATE _____