

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

PERSONAL INFORMATION		DATE		
NAME (LAST NAME FIRST)		SOCIAL SECURITY NO		
PRESENT ADDRESS	CITY	STATE	ZIP CODE	
PHONE NO.	EMAIL	REFERRED BY		

EMPLOYMENT DESIRED

POSITION DATE YOU		DATE YOU C	AN START	SALARY DESIRED	
ARE YOU EMPLOYED?	YES	NO	IF SO, MAY WE INQUIRE WITH YOUR PRESENT EMPLOYE	R? YES NO	
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	YES	NO	WHERE?	WHEN?	

EDUCATION HISTORY

NAME	& LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL INFORMATION

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

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
ТО				
FROM				
ТО				
FROM				
ТО				
FROM				
ТО				

CONTINUED ON OTHER SIDE

REFERENCES GIVE BELOW 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 form 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

- DO NOT WRITE BELOW THIS LINE -

REMARKS

NEATNESS		CHARACTER			
PERSONALITY		ABILITY			
HIRED	FOR DEPT.	POSITION		WILL REPORT	SALARY WAGES

APPROVED: 1	2	3	
	Employment Manager	Department Head	General Manager