**APPLICATION FOR EMPLOYMENT**

**PRE-EMPLOYMENT QUESTIONAIRE AN EQUAL OPPORTUNITY EMPLOYER**

**PERSONAL INFORMATION**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STREET CITY STATE ZIP

PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? Yes \_\_\_ No \_\_\_

ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? Yes \_\_\_ No \_\_\_

**SPECIAL QUESTIONS**

Have you been convicted of a felony or misdemeanor within the last 5 years? **\*\*** Yes \_\_\_ No \_\_\_

Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*** You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you have applied.

* I understand and agree that I may be required to take a physical examination as a condition of hiring or continued employment. I agree to consent to such test(s) as such time as designated by the Company and to release to the Company, its directors, officers, agents, or employees from any claim arising in connection with the use of such test(s). Yes \_\_\_ No \_\_\_

**EMPLOYMENT DESIRED**

**DATE YOU DESIRED**

**POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAN START \_\_\_\_\_\_\_\_\_\_\_ SALARY \_\_\_\_\_\_\_\_**

ARE YOU EMPLOYED NOW? Yes \_\_\_ No \_\_\_ MAY WE INQUIRE AT YOUR PRESENT EMPLOYER? Yes \_\_\_ No \_\_\_

HAVE YOU APPLIED HERE BEFORE? Yes \_\_\_ No \_\_\_ IF YES, WHEN? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME YOU APPLIED UNDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **NAME / LOCATION OF SCHOOL** | **\*DID YOU GRADUATE?** | **SUBJECTS STUDIED** |
| HIGHSCHOOL |  |  |  |
| COLLEGE |  |  |  |
| TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL |  |  |  |

CONTINUED ON OTHER SIDE

**FORMER EMPLOYERS** List below your last three employers, starting with most recent first.

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

**PERSONAL REFERENCES** List contact info of at least three persons not related to you, whom you have known for at least one year.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ADDRESS & PHONE NUMBER** | **BUSINESS** |  **YEARS AQUAINTED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PHYSICAL RECORD:**

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE DESCRIBE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCASE OF EMERGENCY 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, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING 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 ANY TIME WITHOUT PRIOR NOTICE.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE** **DATE**