

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

\_\_\_\_\_  
LAST NAME FIRST NAME MI SOCIAL SECURITY NO.

\_\_\_\_\_  
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? \_\_\_ YES \_\_\_ NO IF SO, MAY WE INQUIRE \_\_\_ YES \_\_\_ NO  
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_ YES \_\_\_ NO WHEN? \_\_\_\_\_

## EDUCATION HISTORY

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

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH, WORK OR SPECIAL TRAINING/SKILLS: \_\_\_\_\_

US 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				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**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

NAME ADDRESS BUSINESS YEARS KNOWN

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 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. MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER