



APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

DATE: _____

SOCIAL SECURITY NUMBER _____

PHONE NUMBER _____

PERSONAL INFORMATION

NAME

LAST

FIRST

MIDDLE OR MI

MAILING ADDRESS

STREET

CITY

STATE

ZIP CODE

ARE YOU 18 YEARS OF AGE OR OLDER?

YES NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED

IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?

YES NO

EMPLOYMENT DESIRED

POSITION

DATE YOU
CAN START

WAGE
DESIRED

IF SO MAY WE INQUIRE YES

ARE YOU EMPLOYED NOW?

YES NO

OF YOUR PRESENT EMPLOYER? NO

EVER APPLIED TO THIS

COMPANY BEFORE?

YES NO

REFERRED BY

EDUCATION

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

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

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PAST EMPLOYERS

(LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

MM/DD/YY	EMPLOYER NAME-ADDRESS	SALARY	POSITION	REASON FOR LEAVE
FROM: TO:				
FROM: TO:				
FROM: TO:				

WHICH OF THESE JOBS DID YOU LIKE THE BEST?

WHAT DID YOU LIKE MOST ABOUT THE JOB?

REFERENCES

(LIST THREE PEOPLE NOT RELATED TO YOU, & HAVE KNOWN FOR ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.)			
2.)			
3.)			

IN CASE OF EMERGENCY:

(NAME) (ADDRESS) (PHONE NUMBER)

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT WILL BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

SIGNATURE

DATE:

(DO NOT WRITE BELOW THIS LINE)

INTERVIEWED BY:

INTERVIEW DATE:

Hired: YES NO

STARTING DATE:

POSITION:

SALARY/WAGE: