

APPLICATION FOR EMPLOYMENT

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

1308.doc

PERSONAL INFORMATION

DATE _____

NAME _____ S.S.# _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

PHONE _____ DATE OF BIRTH _____
MONTH / DAY / YEAR

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE YOUR EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHEN? _____

EDUCATION

	NAME/LOCATION SCHOOL	YRS ATTEND	DID YOU GRADUATE	SUBJECT STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

US MILITARY OR NAVAL SERVICE _____ RANK _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

(CONTINUED ON OTHER SIDE)

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

DATES WORKED TO/FROM		NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON LEFT

REFERENCES

(GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

PHYSICAL RECORD

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

PLEASE DESCRIBE _____

IN CASE 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 AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE: _____ SIGNATURE: _____