

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone Number: _____ Email: _____

Are you 18 years old or older? Yes No

EMPLOYMENT DESIRED

Position: _____
Title Date You Can Start Salary Desired

Have you ever applied to this company before? Yes No

Where? _____ When? _____

Are you employed now? Yes No

If yes, may we inquire your present employer? _____

Where did you hear about this opportunity for employment? _____

EDUCATION

	Name/Location	Years Attended	Graduate (Y/N)	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of Special Study or Research Work: _____

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EMPLOYMENT HISTORY

(List below last four employers, starting with most recent)

Date (Month/Year)		Name/Address	Position	Reason for Leaving
From	To			

REFERENCES

(Give the names of three (3) persons not related to you, whom you have known for at least one (1) year)

Name	Address	Phone	Business	Years Acquainted

In case of emergency, please notify: _____

SIGNATURE

"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 acknowledge that I will be subject to a background check and drug and alcohol testing prior to employment.

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."

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____ Date: _____

Notes: _____

Hired: Yes No

Position: _____ Dept.: _____ Salary/Wage: _____ Start Date: _____

Approved: _____

File Location: N:MISC/Application for employment