



# Employment Application

Pre-Employment Questionnaire  
 Equal Opportunity Employer

## PERSONAL INFORMATION

DATE: \_\_\_\_\_

|                         |                        |       |          |
|-------------------------|------------------------|-------|----------|
| Name (Last Name, First) | Social Security Number |       |          |
| Present Address         | City                   | State | Zip Code |
| Permanent Address       | City                   | State | Zip Code |
| Phone No.<br>(      )   | Referred By            |       |          |

## EMPLOYMENT DESIRED

|                                      |   |                |
|--------------------------------------|---|----------------|
| Position                             | Date You Can Start                              | Salary Desired |
| Are You Employed?                    | If So, May We Inquire Of Your Present Employer? |                |
| Ever Applied To This Company Before? | Where?  | When?          |

## AVAILABILITY-Check all shifts that you are available

|           | MON | TUES | WED | THURS | FRI | SAT | SUN |
|-----------|-----|------|-----|-------|-----|-----|-----|
| <b>AM</b> |     |      |     |       |     |     |     |
| <b>PM</b> |     |      |     |       |     |     |     |

## EDUCATION HISTORY

|   | Name and Location of School | Years Attended | Did You Graduate | Subjects Studied |
|---|-----------------------------|----------------|------------------|------------------|
| Grammar School                            |                             |                |                  |                  |
| 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 the Last One First)

| Date<br>(Month and Year) | Name and Address of Employer | Salary | Position | Reason for Leaving |
|--------------------------|------------------------------|--------|----------|--------------------|
| From                     |                              |        |          |                    |
| To                       |                              |        |          |                    |
| From                     |                              |        |          |                    |
| To                       |                              |        |          |                    |
| From                     |                              |        |          |                    |
| To                       |                              |        |          |                    |
| From                     |                              |        |          |                    |
| To                       |                              |        |          |                    |

**REFERENCES** Give the name of three persons not related to you, whom you have known at least one year.

| Name | Address | Business | Years<br>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 and authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|             |           |           |             |              |
|-------------|-----------|-----------|-------------|--------------|
| Neatness    |           | Character |             |              |
| Personality |           | Ability   |             |              |
| Hired       | For Dept. | Position  | Will Report | Salary Wages |