

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION:

DATE:

<u>Name (Last, First, Middle)</u>		<u>Social Security Number:</u>	
<u>Present address (Street, City, State, Zip)</u>			
<u>Phone number:</u>		<u>Referred by:</u>	

## EMPLOYMENT DESIRED:

<u>Position:</u>	<u>Date you can start:</u>	<u>Salary desired:</u>
<u>Are you currently employed?</u> YES NO	<u>If so, May we inquire of your present employer?</u> YES NO	
<u>Ever applied to this company before?</u> YES NO	<u>Where?</u>	<u>When?</u>

## EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATED		MAJOR SUBJECTS
		Yes	No	
<u>HIGH SCHOOL</u>				
<u>CONTINUING EDUCATION</u>				
<u>COLLEGE</u>				
<u>OTHER</u>				

## OTHER INFORMATION:

<u>Special Training/Courses:</u>
<u>Special Skills for This Employment:</u>
<u>Activities and Interests:</u>

**CURRENT AND FORMER EMPLOYERS:** (LIST MOST RECENT EMPLOYMENT FIRST)

DATES	NAME AND ADDRESS OF EMPLOYER	WAGES	POSITION	REASON FOR LEAVING
FROM: _____	_____	\$		
TO: _____	_____	PER:		
FROM: _____	_____	\$		
TO: _____	_____	PER:		
FROM: _____	_____	\$		
TO: _____	_____	PER:		

**REFERENCES:** (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU)

NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN

**IN CASE OF EMERGENCY, NOTIFY:**

NAME	ADDRESS	PHONE

I authorize investigation of all statements contained in this application, I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT – DO NOT WRITE BELOW THIS LINE**

Interviewed By:		
Remarks:		
Neatness:		
Ability:		
Hired:	Dept:	Position:
Start Date:	Salary:	
Approvals:		
1.) _____ Employment Manager	2.) _____ Employment Head	3.) _____ General Manager