

APPLICATION FOR EMPLOYMENT

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

PERSONAL INFORMATION

Name			Date
			Social Security
			Number
Last	First	Middle	
Present Address			
Street	City	State	Zip
Permanent Address			
Street	City	State	Zip
Phone Number	Are you 18 years or older?	Yes <input type="radio"/>	No <input type="radio"/>
Are you either a U.S. Citizen or an Alien authorized to work in the United States?		Yes <input type="radio"/>	No <input type="radio"/>

EMPLOYMENT DESIRED

Position	Date you can start	Salary desired
Are you employed now?	If so may we inquire of your present employer?	
Ever applied to this company before?	Where?	When?
Referred by		

EDUCATION	Name and location of school	Number of years attended	Did you graduate?	Subjects studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of special study or research work

Special skills

Activities: (Civic, Athletic, etc.)

Exclude organizations. The name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

*The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

APPLICATION FOR EMPLOYMENT

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

U.S. Military or
Naval Service

Rank

Present membership
in National Guard or
Reserves

Former Employers (List below last three employers, starting with last one first)

Date Month and Year	Name and address of employer	Salary	Position	Reason for leaving
From				
To				
From				
To				
From				
To				
From				
To				

Which of these jobs did you like the best?

What did you like most about this job?

References: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years acquainted
1			
2			
3			

In case of emergency
notify

Name	Address	Phone Number
------	---------	--------------

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, 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 prior notice and without cause.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Remarks: _____

Neatness _____ Ability _____

Hired Yes No Position _____ Dept. _____

Salary/Wage _____ Date reporting to work _____

Approved 1 _____ 2 _____ 3 _____
 Employment Manager Dept. Head General Manager