



APPLICATION FOR EMPLOYMENT
(Pre-Employment Questionnaire – An Equal Opportunity Employer)

PERSONAL INFORMATION

Date _____
Name _____ Social Security # _____
Last First MI
Present Address _____
Street City State Zip
Permanent Address _____
Street City State Zip
Phone No. _____ Are you 18 years or older? Yes No
Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____
Are you employed now? Yes No If so, may we inquire of your present employer? Yes No
Ever applied to this company before? Yes No Where & When? _____
Referred by _____

EDUCATION	School Name and Location	No of Years Attended	Did you Graduate?	Subject 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)

U.S. Military Service _____ Rank _____ Present Membership in National Guard or Reserves Yes No

FORMER EMPLOYERS (List below last three employers, starting with last one first)

Date Month/Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From To				
From To				
From To				

Which of these jobs did you like 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

In case of
Emergency notify _____
Name Address Phone

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date _____ Signature _____

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