

# Application for Employment

Pre-Employment Questionnaire  
Equal Opportunity Employer

## Personal Information

Date \_\_\_\_\_

\_\_\_\_\_  
Name (Last Name First)

\_\_\_\_\_-\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

( ) -  
Phone No.

\_\_\_\_\_  
Referred By

## Employment Desired

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date You Can Start

\_\_\_\_\_  
Salary Desired

\_\_\_\_\_  
Are You Employed? (Yes/No)

\_\_\_\_\_  
If So, May We Inquire Of Your Present Employer (Yes/No)

\_\_\_\_\_  
Every Applied To This Company Before? (Yes/No)

## Education History

\_\_\_\_\_  
Grammar School (Name & Location of School)

\_\_\_\_\_  
Years Attended

\_\_\_\_\_  
Did You Graduate?

\_\_\_\_\_  
Subjects Studied

\_\_\_\_\_  
High School (Name & Location of School)

\_\_\_\_\_  
Years Attended

\_\_\_\_\_  
Did You Graduate?

\_\_\_\_\_  
Subjects Studied

\_\_\_\_\_  
College (Name & Location of School)

\_\_\_\_\_  
Years Attended

\_\_\_\_\_  
Did You Graduate?

\_\_\_\_\_  
Subjects Studied

\_\_\_\_\_  
Trade, Business or Correspondence School (Name & Location of School)

\_\_\_\_\_  
Years Attended

\_\_\_\_\_  
Did You Graduate?

\_\_\_\_\_  
Subjects Studied

## General Information

Subjects of Special Study/ Research Work or Special Training/Skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
U.S. Military or Naval Service

\_\_\_\_\_  
Rank

## Former Employers (List Below Last Four Employers, Starting with Last One First)

\_\_\_\_\_  
Name & Location Employer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Dates Employed? (To & From)

\$ \_\_\_\_\_  
Salary

\_\_\_\_\_  
Position

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Name & Location Employer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Dates Employed? (To & From)

\$ \_\_\_\_\_  
Salary

\_\_\_\_\_  
Position

\_\_\_\_\_  
Reason for Leaving

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# Application for Employment

## Pre-Employment Questionnaire Equal Opportunity Employer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_  
Name & Location Employer      Dates Employed? (To & From)      Salary      Position

Reason for Leaving

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_  
Name & Location Employer      Dates Employed? (To & From)      Salary      Position

Reason for Leaving

### **References** (Give Below the Names of Three Persons not Related to You, Whom You Have Known at Least One Year.)

\_\_\_\_\_  
Name      Address      Business      Years Know

\_\_\_\_\_  
Name      Address      Business      Years Know

\_\_\_\_\_  
Name      Address      Business      Years Know

### **Authorization**

"I certify that the facts contained in the is 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 an 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

**Do Not Write Below This Line**

\_\_\_\_\_  
Interviewed By

\_\_\_\_\_  
Date

### **Remarks**

\_\_\_\_\_  
Neatness      Character      Personality      Ability

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Date Hired      Will Report      For Dept.      Position      Salary Wages

### **Approved By:**

1. \_\_\_\_\_  
Employment Manager

2. \_\_\_\_\_  
Department Head

3. \_\_\_\_\_  
General Manager