



APPLICATION FOR EMPLOYMENT

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



PERSONAL INFORMATION

DATE _____

NAME _____ SOCIAL SECURITY NUMBER _____

LAST FIRST MIDDLE

PRESENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

STREET

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

STREET

PHONE NO. _____ IF YOU ARE UNDER 18, PLEASE LIST AGE _____

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? _____ 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	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
BUSINESS/TRADE SCHOOL				

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? YES NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? YES NO

SPECIALTY _____ DATE ENTERED _____ DISCHARGE DATE _____

CRIMINAL RECORD

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

IF YES, EXPLAIN NUMBER OF CONVICTION(S), NATURE OF OFFENSE(S) LEADING TO CONVICTION(S), HOW RECENTLY SUCH OFFENSE(S) WAS/WERE COMMITTED, SENTENCE(S) IMPOSED, AND TYPE(S) OF REHABILITATION.

REFERENCES	PERSONS WHO ARE NOT RELATED AND HAVE KNOWN YOU AT LEAST ONE (1) YEAR		
NAME	ADDRESS	BUSINESS	YRS. ACQUAINTED

DRIVER'S INFORMATION

DO YOU HAVE A DRIVER'S LICENSE? YES NO

WHAT IS YOUR MEANS OF TRANSPORTATION TO WORK? _____

DRIVER'S LICENSE NO. _____ STATE OF ISSUE _____ EXPIRATION DATE _____ OPERATOR COMMERCIAL CHAUFFEUR

HAVE YOU HAD ANY ACCIDENTS DURING THE PAST THREE (3) YEARS? YES NO HOW MANY? _____

HAVE YOU HAD ANY DRIVING VIOLATIONS DURING THE PAST THREE (3) YEARS? YES NO HOW MANY? _____

FORMER EMPLOYERS LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST

1 NAME OF PRESENT OR LAST EMPLOYER

ADDRESS

PHONE NO. ()

YOUR JOB TITLE

SUPERVISOR'S NAME

FROM / / TO / /
MO DAY YEAR MO DAY YEAR

HOURS PER WEEK

DUTIES AND RESPONSIBILITIES

REASON FOR LEAVING

2 NAME OF NEXT PREVIOUS EMPLOYER

ADDRESS

PHONE NO. ()

YOUR JOB TITLE

SUPERVISOR'S NAME

FROM / / TO / /
MO DAY YEAR MO DAY YEAR

HOURS PER WEEK

DUTIES AND RESPONSIBILITIES

REASON FOR LEAVING

3 NAME OF NEXT PREVIOUS EMPLOYER

ADDRESS

PHONE NO. ()

YOUR JOB TITLE

SUPERVISOR'S NAME

FROM / / TO / /
MO DAY YEAR MO DAY YEAR

HOURS PER WEEK

DUTIES AND RESPONSIBILITIES

REASON FOR LEAVING

4 NAME OF NEXT PREVIOUS EMPLOYER

ADDRESS

PHONE NO. ()

YOUR JOB TITLE

SUPERVISOR'S NAME

FROM / / TO / /
MO DAY YEAR MO DAY YEAR

HOURS PER WEEK

DUTIES AND RESPONSIBILITIES

REASON FOR LEAVING

CITIZENSHIP

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, YOU WILL BE REQUIRED TO PROVIDE IDENTIFICATION AND PROOF OF CITIZENSHIP OR AUTHORIZATION TO WORK IN THE U.S.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES NO

SELECTIVE SERVICE SYSTEM REGISTRATION

ALL MALES BETWEEN THE AGES OF 18 AND 26 MUST BE REGISTERED WITH THE SELECTIVE SERVICE SYSTEM OR EXEMPTED.

IF YOU ARE A MALE BETWEEN THE AGES OF 18 AND 26, DO YOU HAVE PROOF OF REGISTRATION WITH THE SELECTIVE SERVICE SYSTEM OR EXEMPTION FROM SUCH REGISTRATION? YES NO

CERTIFICATION

I AM AWARE THAT ANY OMISSIONS, FALSIFICATIONS, MISSTATEMENTS, OR MISREPRESENTATIONS ABOVE MAY DISQUALIFY ME FOR EMPLOYMENT CONSIDERATION AND, IF I AM HIRED, MAY BE GROUNDS FOR TERMINATION AT A LATER DATE. I UNDERSTAND THAT ANY INFORMATION I GIVE MAY BE INVESTIGATED AS ALLOWED BY LAW. I CONSENT TO THE RELEASE OF INFORMATION ABOUT MY ABILITY, EMPLOYMENT HISTORY, AND FITNESS FOR EMPLOYMENT BY EMPLOYERS, SCHOOLS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND ORGANIZATIONS TO INVESTIGATORS, PERSONNEL STAFF, AND OTHER AUTHORIZED EMPLOYEES FOR EMPLOYMENT PURPOSES. THIS CONSENT SHALL CONTINUE TO BE EFFECTIVE DURING MY EMPLOYMENT IF I AM HIRED. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE STATEMENTS CONTAINED HEREIN AND ON ANY ATTACHMENTS ARE TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH.

SIGNATURE

DATE