APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME (LAST, FIRST) | Last Name First Name | | |
| SOCIAL SECURITY NUMBER | XXX-XX-XXXX | | |
| ADDRESS | Address | | |
| CITY, STATE, ZIP CODE | City | State | XXXXX |
| PHONE NUMBER | XXX-XXX-XXXX | | |
| REFERRED BY | First and Last Name | | |

**EMPLOYMENT DESIRED**

|  |  |
| --- | --- |
| POSITION | Click or tap here to enter text. |
| DATE YOU CAN START | XX/XX/XXXX |
| SALARY DESIRED | $XX,XXX.XX |
| ARE YOU EMPLOYED NOW? | YES  NO |
| IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? | YES  NO |
| HAVE YOU APPLIED HERE BEFORE? | YES  NO |
| WHEN? | Click or tap here to enter text. |

**EDUCATION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME AND LOCATION OF SCHOOL | YEARS ATTENDED | GRADUATION DATE | SUBJECTS STUDIED |
| HIGH SCHOOL | Click or tap here to enter text. | 0000-0000 | 0000 | Click or tap here to enter text. |
| COLLEGE | Click or tap here to enter text. | 0000-0000 | 0000 | Click or tap here to enter text. |
| TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL | Click or tap here to enter text. | 0000-0000 | 0000 | Click or tap here to enter text. |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| SPECIAL TRAINING | Click or tap here to enter text. |
| SPECIAL SKILLS | Click or tap here to enter text. |
| U.S. MILITARY OR NAVAL SERVICE | Click or tap here to enter text. |
| RANK | Click or tap here to enter text. |

**FORMER EMPLOYERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES OF EMPLOYMENT | NAME & ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
| 0000-0000 | Click or tap here to enter text. | $XX,XXX.XX | Position | Click or tap here to enter text. |
| 0000-0000 | Click or tap here to enter text. | $XX,XXX.XX | Position | Click or tap here to enter text. |
| 0000-0000 | Click or tap here to enter text. | $XX,XXX.XX | Position | Click or tap here to enter text. |
| 0000-0000 | Click or tap here to enter text. | $XX,XXX.XX | Position | Click or tap here to enter text. |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ADDRESS | BUSINESS | YEARS KNOWN |
| First and Last Name | Click or tap here to enter text. | Click or tap here to enter text. | XX |
| First and Last Name | Click or tap here to enter text. | Click or tap here to enter text. | XX |
| First and Last Name | Click or tap here to enter text. | Click or tap here to enter text. | XX |

“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 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.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.”

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date Electronic Signature