



APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME (LAST, FIRST)			
SOCIAL SECURITY NUMBER			
ADDRESS			
CITY, STATE, ZIP CODE			
PHONE NUMBER			
REFERRED BY			

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
HAVE YOU APPLIED HERE BEFORE?	YES	NO
WHEN?		

EDUCATION HISTORY

	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATION DATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

GENERAL INFORMATION

SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	
RANK	

FORMER EMPLOYERS

DATES OF EMPLOYMENT	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING

REFERENCES

NAME	ADDRESS	BUSINESS	PHONE #

“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