

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE - EQUAL OPPORTUNITY EMPLOYER

DATE:

PERSONAL INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL

ADDRESS

PRESENT CITY STATE ZIP CODE

PERMANENT CITY STATE ZIP CODE

PHONE NO. REFERRED BY

EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START DESIRED SALARY

ARE YOU EMPLOYED? YES NO IF SO, CAN WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO

EVER APPLIED TO THIS COMPANY BEFORE? YES NO WHERE WHEN

EDUCATION

NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	YEARS ATTENDED	SUBJECTS STUDIED
GRAMMAR SCHOOL <input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>
HIGH SCHOOL <input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>
COLLEGE <input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL <input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>

GENERAL LIST SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING SKILLS

U.S. MILITARY OR NAVAL SERVICE RANK

CONTINUE ⇨

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

mm/dd/yyyy	NAME AND ADDRESS OF EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
FROM <input type="text"/> TO <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
FROM <input type="text"/> TO <input type="text"/>	<input type="text"/> <input type="text"/>	TELEPHONE <input type="text"/>	<input type="text"/>	<input type="text"/>
FROM <input type="text"/> TO <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
FROM <input type="text"/> TO <input type="text"/>	<input type="text"/> <input type="text"/>	TELEPHONE <input type="text"/>	<input type="text"/>	<input type="text"/>
FROM <input type="text"/> TO <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
FROM <input type="text"/> TO <input type="text"/>	<input type="text"/> <input type="text"/>	TELEPHONE <input type="text"/>	<input type="text"/>	<input type="text"/>

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS/PHONE	BUSINESS	YEARS KNOWN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AUTHORIZATION

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 HERIN 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.

DATE: SIGNATURE

INTERVIEWED BY DATE:

DO NOT WRITE BELOW THIS LINE 

REMARKS

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

NEATNESS CHARACTER PERSONALITY ABILITY

HIRED? YES NO DEPT. POSITION WILL REPORT SALARY

APPROVED

EMPLYMT. MNGR. DEPT. HEAD GEN. MNGR.