

For office use:

Hire Date: _____

Start Date: _____

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

DATE: _____

PERSONAL INFORMATION

NAME LAST FIRST MIDDLE			SOCIAL SECURITY NUMBER	
ADDRESS				
CITY	STATE	ZIP	PHONE HOME: () CELL: ()	
SEX M F	MARITAL STATUS SINGLE MARRIED	REFERRED BY:		

EMPLOYMENT DESIRED

POSITION PART-TIME FULL-TIME		DATE YOU CAN START
DATES AVAILABLE FOR WORK MONTUEWEDTHUFRI SATSUN		SALARY DESIRED
TIME AVAILABLE FOR WORK Morning- From: To: Evening- From: To:		
ARE YOU EMPLOYED? YES NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO	
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN? YES NO		

EDUCATION HISTORY

ELEMENTARY	JUNIOR HIGH	HIGH SCHOOL	COLLEGE (MAJOR:)	SKILLS/TRAINING
		1 2 3 4	1 2 3 4 5 6 7 8	

GENERAL INFORMATION

SUBJECTS OF SPECIAL WORK OR SPECIAL TRAINING/SKILLS:	SIGNATURE	DATE
	DATE	INTERVIEWED BY

FORMER EMPLOYERS

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

TYPE OF ID AND/OR EMPLOYMENT ELIGIBILITY (Need Copy)

LIST A		LIST B		LIST C	
<input type="checkbox"/>	US Passport	<input type="checkbox"/>	Driver's License	<input type="checkbox"/>	Social Security Number
<input type="checkbox"/>	Certificate of US Citizenship	<input type="checkbox"/>	State ID Card	<input type="checkbox"/>	US Citizen ID Card
<input type="checkbox"/>	Certificate of Naturalization	<input type="checkbox"/>	School ID	<input type="checkbox"/>	United States Birth Certificate
<input type="checkbox"/>	Resident Alien Card	<input type="checkbox"/>	Voter Registration Card		
<input type="checkbox"/>	Temporary Resident Card				
<input type="checkbox"/>	Employment Authorization Card				

REFERENCES

NAME	ADDRESS	BUSINESS	YEARS KNOWN

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and I 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."

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____