

## APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER) DOB \_\_\_\_\_ Hire Date \_\_\_\_\_

### PERSONAL INFORMATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS: \_\_\_\_\_  
PHYSICAL CITY STATE ZIP

MAILING ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

PHONE NO: \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER: \_\_\_\_\_

ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION: \_\_\_\_\_ DATE YOU CAN START: \_\_\_\_\_ SALARY DESIRED: \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ MAY WE CONTACT YOUR PRESENT EMPLOYER? \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPECIALSKILLS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FAVORITE ACTIVITIES, HOBBIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS EMPLOYERS**

<b>DATES</b>	<b>COMPANY NAME &amp; ADDRESS</b>	<b>PHONE</b>	<b>REASON FOR LEAVING</b>
<b>FROM:</b>			
<b>TO:</b>			
<b>FROM:</b>			
<b>TO:</b>			
<b>FROM:</b>			
<b>TO:</b>			
<b>FROM:</b>			
<b>TO:</b>			
<b>FROM:</b>			
<b>TO:</b>			

**REFERENCES**

Give three to four names of people you have known for at least two years

<b>Name</b>	<b>Address</b>	<b>Business</b>	<b>Years Aquatinted</b>

In case of emergency, notify \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without previous notice.

Signed \_\_\_\_\_ Date \_\_\_\_\_