

Application for Employment

(Pre-Employment Questionnaire) - (An Equal Opportunity Employer)
.

|  |
| --- |
|   |
| PERSONAL INFORMATION |
| Last Name | First Name | Middle |  |
|   |
| Present Street Address | City | State | Zip Code |
|  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |
| Home Phone | Work Phone | Cell Phone |
| At which of these phone numbers would you like to be contacted during the daytime? |
|  |  |  |  |  |  |  |  |  |  |  |
|  |
| Are you 18 years of age or older? |
|  |  |
|   |
| EMPLOYMENT DESIRED |
| Position desired | Date you can start | / hourSalary Desired |
|   |
|  |  |  |  |  |  |  |  |  |  |  |
|  |
| Who referred you to our company?    |
|   |
| EDUCATION |
|   | Name and Location of School | No. of years attended | Did you graduate? | Subjects studied |
| Grammar School |  |  |  |  |
| High School |  |  |  |  |
| College |  |  |  |  |
| Trade or Business School |  |  |  |  |
|   |
| Subjects of special study or research work:    |
| Special skills:    |
| Activities (Civic, Athletic, etc):   (Exclude organizations, the name of which indicates the race, creed, sex, age, marital status or nation of origin of its members) |
|   |
| FORMER EMPLOYERS |
| Date(Month / Year) | Name and address of employer | Salary(per hour) | Position | Reason for leaving |
| From  To       |  |  |  |  |
| From  To       |  |  |  |  |
| From  To       |  |  |  |  |
| From  To       |  |  |  |  |
|   |
| **REFERENCES** |
| Give the names of three persons not related to you, whom you have known at least one year. |
| Name:   Phone:   Business:   Years Known:  |
| Name:   Phone:   Business:   Years Known:  |
| Name:   Phone:   Business:   Years Known:  |
|   |
| In case of emergency, notify:   Name:   Phone:  |
|    I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.    In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option.  I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company.  I understand that no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name(print) Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
|  |