

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

|                        |             |                     |          |
|------------------------|-------------|---------------------|----------|
| NAME (LAST NAME FIRST) |             | SOCIAL SECURITY NO. |          |
| PRESENT ADDRESS        | CITY        | STATE               | ZIP CODE |
| PERMANENT ADDRESS      | CITY        | STATE               | ZIP CODE |
| PHONE NO.<br>(      )  | REFERRED BY |                     |          |

## EMPLOYMENT DESIRED

|   |  |                |
|---|--|----------------|
| POSITION  | DATE YOU CAN START   | SALARY DESIRED |
| ARE YOU EMPLOYED?<br><input type="checkbox"/> YES <input type="checkbox"/> NO                       | IF SO, MAY WE INQUIRE<br>OF YOUR PRESENT EMPLOYER?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |                |
| EVER APPLIED TO<br>THIS COMPANY BEFORE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO | WHERE?   | WHEN?          |

## EDUCATION HISTORY

| NAME & LOCATION OF SCHOOL                      | YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|--|----------------|-------------------|------------------|
| GRAMMAR SCHOOL                                 |                |                   |                  |
| HIGH SCHOOL                                    |                |                   |                  |
| COLLEGE  |                |                   |                  |
| TRADE, BUSINESS OR<br>CORRESPONDENCE<br>SCHOOL |                |                   |                  |

## GENERAL INFORMATION

|   |      |
|---|------|
| SUBJECTS OF SPECIAL STUDY/RESEARCH<br>WORK OR SPECIAL TRAINING/SKILLS |      |
|   |      |
|   |      |
| U.S. MILITARY OR<br>NAVAL SERVICE                                     | RANK |

## FORMER EMPLOYERS

| DATE<br>MONTH AND YEAR | NAME & ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|----------------------------|--------|----------|--------------------|
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |

## 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 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 \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

## REMARKS

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|  |

|             |           |           |             |              |
|-------------|-----------|-----------|-------------|--------------|
| NEATNESS    |           | CHARACTER |             |              |
| PERSONALITY |           | ABILITY   |             |              |
| HIRED       | FOR DEPT. | POSITION  | WILL REPORT | SALARY WAGES |

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 EMPLOYMENT MANAGER                      DEPARTMENT HEAD                      GENERAL MANAGER