

Application For Employment

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

Personal Information

Date _____

Name

Last First Middle

Present Address

Street City State Zip

Permanent Address

Street City State Zip

Phone No. _____

Are you 18 years or older? Yes No

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No

EMPLOYMENT DESIRED

Position

Date you Can Start

Salary Desired

Are you employed now?

If so, may we inquire of your current employer?

Ever applied to this company before?

Where?

When?

Referred By _____

EDUCATION	Name and Location of School	*No. of Years Attended	*Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

GENERAL

Subjects of Special Interest or Research Work

Special Skills

Exclude organizations the name of which indicates the race creed sex age marital status. color or nation of origin of its members

Activities: (Civic, Athletic, Etc.)

U.S. Military or Naval Service

Rank

Present membership in National Guard or Reserves

‘The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (List below last three employers, starting with last one first).

Date Month and Year	Name and address of employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best?

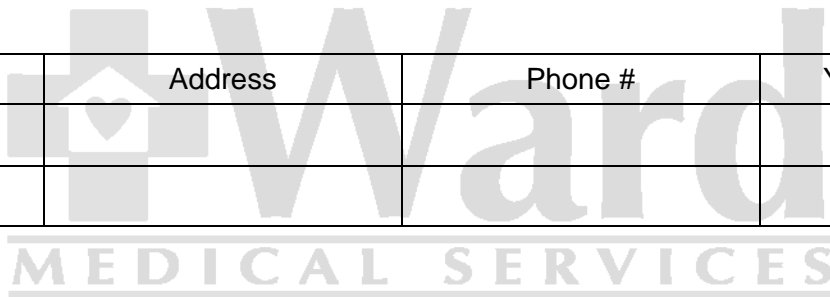
What did you like most about this job?

REFERENCES: Give the names of two persons (not related to you) whom you have known at least one year, as well as two past employers.

Name	Address	Phone #	Years Acquainted
Personal Reference			
Personal Reference			

In case of emergency notify

Name _____ Address _____ Phone No. _____



"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 listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Remarks _____

Neatness			Ability
Hired Yes q No q	Position	Dept	
Salary/Wage	Date Reporting to Work		
Approved	1	2	3
	Employment manager	Dept. Head	General Manager

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.