

APPLICATION FOR EMPLOYMENT

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

PERSONAL INFORMATION

Date _____
Social Security
Number _____

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				

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			
Past Employer			
Past Employer			

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