

APPLICATION FOR EMPLOYMENT (at will)
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME _____
LAST FIRST MIDDLE

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NO. _____ ARE YOU 18 YEAR OR OLDER? YES ___ NO ___

POSITION _____ START DATE _____ SALARY DESIRED _____ ARE YOU EMPLOYED NOW _____

EDUCATION	NAME & LOCATION OF SCHOOL	*NO. OF YRS ATTENDED	DID YOU GRADUATE?
GRAMMAR SCHOOL	_____	_____	_____
HIGH SCHOOL	_____	_____	_____
COLLEGE	_____	_____	_____
TRADE, BUSINESS SCHOOL	_____	_____	_____

SUBJECT OF SPECIAL STUDY OR RESEARCH WORK _____

HOW DID YOU FIND OUT ABOUT THIS JOB? _____ INTERNET (WHICH SITE) ___ SIGN ___ FRIEND ___ OTHER

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE, MONTH & YR	EMPLOYER, ADDRESS, PHONE #	SALARY	POSITION	REASON FOR LEAVING
FROM _____				
TO _____				
FROM _____				
TO _____				
FROM _____				
TO _____				
FROM _____				
TO _____				

REFERENCES GIVE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR.

NAME	BUSINESS	PHONE NUMBER	YRS. KNOWN

"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 PERSONAL OR OTHERWISE, 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 ANY PRIOR NOTICE"

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____ START DATE _____ SALARY _____ POSITION _____

SHIFT WORKING _____ SUPERVISOR FOR TIME CARD SIGN OFF _____

COMMENTS _____