

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)



**Instructions :** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file for 12 months from the date received. It is your responsibility to periodically check to keep it current and active. Be sure to sign and date the application. *Please print.*

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Special training or skills (machines, computer, qualifications etc) that would be of benefit to the job for which you are applying \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you of legal age to work? Yes  No

Do you have a legal right to be employed in the U.S.A? Yes  No

## Educational Background

Grammar School:

Name & Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_ Date \_\_\_\_\_

High School:

Name & Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_ Date \_\_\_\_\_

College:

Name & Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_ Date \_\_\_\_\_

Graduate School:

Name & Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_ Date \_\_\_\_\_

Vocational Training - other:

Name & Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_ Date \_\_\_\_\_

**Continuing Education:** \_\_\_\_\_

## Previous Employers and Addresses

Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Hourly Rate/ Salary \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Hourly Rate/ Salary \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Hourly Rate/ Salary \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## References

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

"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 ANYTIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS. 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 THE DIRECTOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE DIRECTOR, 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."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_