

# Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

## Personal Information

## Date

Name (last name first)		Social Security No	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone No	Secondary Phone No	Referred By	

## How did you learn about us?

Advertisement	Friend	Walk-In
Employment Agency	Relative	Other (please specify)

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Summer \_\_\_\_\_ Temporary

## Employment Desired

Position	Date You Can Start	Salary Desired
Are You Employed Now?	If so, may we inquire of your present employer?	
Have you ever filed an application with us before?	Yes, Date	No
Have you ever been employed with us before?	Yes, Date	No
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	Yes	No
Are you currently on "lay-off" status and subject to recall?	Yes	No
Can you travel if a job requires it?	Yes	No
Are you physically or otherwise unable to perform the duties of the job for which you are applying?	Yes	No
Have you been convicted of a felony within the last 7 years?	Yes	No

If yes, please explain (conviction will not necessarily disqualify an applicant from employment):

### Education History

	Name & Location of School	Years Attended	Did You Graduate	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

### Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Date Month & Year	Name, Address & Phone of Employer	Salary	Work Performed	Reason For Leaving
From				
To				
From				
To				
From				
To				
From				
To				

### General Information

Describe any specialized training, apprenticeship skills and extra-curricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application	
U.S. Military or Naval Service	Please describe

Indicate any languages, other than English, you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and office held.

You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

### Special Skills & Equalizations

Summarize special job-related skills and qualifications acquired from employment or other experiences. Including any special equipment you are familiar with.

### References

Cannot be related to you or a previous employer.

Name	Address	Telephone

In case of emergency give the name and telephone number of the person to be notified.

\_\_\_\_\_

**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.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

\_\_\_\_\_  
Date Signature

----- **Do Not Write Below This Line** -----

\_\_\_\_\_  
Date Interviewed By

**Remarks**

Neatness		Character		
Personality		Ability		
Hired	For Dept	Position	Will Report	Salary Wages