



DATE: _____

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME _____

PRESENT ADDRESS (Street, City, State, Zip) _____

PERMANENT ADDRESS (Street, City, State, Zip) _____

TELEPHONE # _____ E-MAIL ADDRESS _____

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES _____ NO _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES _____ NO _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU PRESENTLY EMPLOYED? YES _____ NO _____

IN SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES _____ NO _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES _____ NO _____ IF SO, WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

**ACTIVITIES (Civic, Athletic, etc.) _____ SPECIAL SKILLS _____

US 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.

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

FORMER EMPLOYERS

(List below last three employers, starting with the most recent)

DATE MONTH / YEAR	NAME & ADDRESS OF EMPLOYER	NAME & TELEPHONE OF SUPERVISOR	SALARY	POSITION	REASON FOR LEAVING
FROM _____ TO _____					
FROM _____ TO _____					
FROM _____ TO _____					
FROM _____ TO _____					

OF THESE JOBS, WHICH DID YOU PREFER? _____ WHY? _____

REFERENCES

(Give the names of three persons not related to you, whom you have known at least one year)

NAME	ADDRESS (Street, City, State, Zip)	TELEPHONE NUMBER	BUSINESS	YEARS KNOWN

IN CASE OF EMERGENCY, PLEASE NOTIFY: (Name, Address, Telephone)

"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 or 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 or cause."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS _____

NEATNESS _____ ABILITY _____

HIRED YES _____ NO _____ POSITION _____ DEPARTMENT _____

SALARY / WAGE _____ DATE REPORTING TO WORK _____

APPROVED BY:

DEPARTMENT HEAD _____

DIRECTOR _____