# **APPLICATION FOR EMPLOYMENT**

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

PERSONAL INFORMATIO	DN		DATE					
NAME								
	ST	FIRST		MIDDLE				
PRESENT ADDRESS								
	STREET	CITY	STAT	E ZIP				
PERMANENT ADDRESS								
	STREET	CITY	STAT	E ZIP				
PHONE NUMBER		ARE YC	U 18 YEARS OR OL	DER? YES	<u>s no d</u>			
ARE YOU PREVENTED F				<u>s</u> D				
HAVE YOU EVER BEEN CONVICTED OF A FELOM	NY?	IF YES I	PLEASE EXPLAIN					
EMPLOYMENT DESIRED	)							
POSITION			DATE YOU PAY CAN START DESIRED					
ARE YOU EMPLOYED NO	IF SO, MAY WE INQUIRE OF ARE YOU EMPLOYED NOW? YOUR PRESENT EMPLOYER?							
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN?					1?			
REFERRED BY								
EDUCATION	NAME AND LOCATI SCHOOL	ON OF	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED			
GRAMMAR SCHOOL								
HIGH SCHOOL								

COLLEGE TRADE, BUSINESS OR CORRESPONDENCE SCHOOL

## GENERAL

SUBJECTS OF SPECIAL
STUDY OR RESEARCH WORK

### SPECIAL SKILLS

ACTIV	/ITIE	S:																		
(CIVIO	C, AT	HLETI	ICS,	ETC.	)															
EXCLUD	E ORGAN	NIZATION	S, THE	NAME C	F WHICI	H INDICA	ATES T	HE RACE	, CREED	, SEX,	AGE,	MARITAL	STATUS,	COLOR	OR NA	ATION C	)F ORI	GIN OF	ITS ME	MBERS.

U.S. MILITARY OR		PRESENT MEMBERSHIP IN
NAVAL SERVICE	RANK	NATIONAL GUARD OR RESERVES
	(CONTINUED ON BA	CK)

### FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	PAY	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 THREE PERSONS NOT RELATE TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

#### IN CASE OF AN EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NUMBER

'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 ANY TIME.

INCONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND 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 ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, 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