

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

You are applying for "At Will" employment with this Company, which means you may be discharged without cause at any time.

**THIS OFFICE IS AN EQUAL
OPPORTUNITY EMPLOYER**

PERSONAL INFORMATION

NAME (LAST NAME FIRST)		SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	NAME AND PHONE NUMBER OF NEAREST RELATIVE NOT LIVING WITH YOU		

EMPLOYMENT INFORMATION

POSITION APPLYING FOR		DATE YOU CAN START	SALARY DESIRED
			\$
ARE YOU EMPLOYED Now? ☐ Yes ☐ No	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? ☐ Yes ☐ No	NAME AND PHONE NUMBER OF PRESENT EMPLOYER	

EDUCATION

	NAME AND CITY	YEARS ATTENDED	DEGREE & MAJOR
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL			
OTHER			

FORMER EMPLOYERS (LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST)

DATE (MONTH/YEAR)	NAME AND ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM				
To				
FROM				
To				
FROM				
To				

REFERENCES (GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	PHONE NUMBER	Yr's KNOWN
1.				
2.				
3.				

AUTHORIZATION AND VERIFICATION

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 this office (Company) from all liability for any damage that may result from utilization of such information.

I 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.

I also understand that, if offered a position with this Company, my employment will be "at will." This means that I may quit at any time with or without notice and that the Company may terminate my employment at any time with or without notice or cause, as long as the reason does not violate any statute. There is no promise that your employment, if offered, will continue for any set period of time, nor is there any promise that your employment will be terminated only under particular circumstances. This policy can not be altered unless done so in writing by an authorized agent of the Company.

Date _____ Signed _____

Interviewed by _____ Date _____

DO NOT WRITE BELOW THIS LINE

REMARKS

Neatness _____ Character _____

Personality _____ Ability _____

Hired: _____ Position: _____ Salary/Wages: _____