APPLICATION FOR EMPLOYMENT

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

DATE

NAME

LAST FIRST MIDDLE

PRESENT ADDRESS

STREET CITY STATE ZIP CODE

PHONE NO:

ARE YOU 18 YEARS OR OLDER?

Yes

No

EMAIL ADDRESS:

ARE YOU EITHER A U.S. CITZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? Yes \_\_\_\_ No \_\_\_\_

**SPECIAL QUESTIONS**

Do not answer any questions in this framed area unless the employer has checked a box preceding a question, thereby indicating that the information is required for a bona fide occupational qualification, or dictated by National Security Laws, or is needed for other legally permissible reasons.

 n Are you a U.S Citizen? Yes \_\_\_\_ No \_\_\_\_

* Height \_\_\_\_\_\_\_\_\_\_ Feet Inches
* Weight lbs
* Date of Birth \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What Foreign Languages do you speak fluently? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 n Have you ever been convicted of a felony or misdemeanor within the last 5 years? \*\* Yes \_\_\_ No \_\_\_

Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I understand and agree that I may be required to take one or more: physical examination; lie detector test(s), as a condition of hiring or continued employment. I agree to consent to take such test(s) as such time as designated by the Company and to release that Company, its directors, officers, agents or employers from any claim arising in connection with the use of such test(s). Yes \_\_\_ No \_\_\_
* I have been advised that lie detector test, as a condition of hiring or continued employment, are prohibited by law. Yes \_\_\_ No \_\_\_

\* The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

\*\* You will not be denied employment salary because of a conviction record, unless the offense is related to the job to you have applied.

# EMPLOYMENT DESIRED:

DATE YOU SALARY

POSITION CAN START DESIRED

IF SO, MAY WE INQUIRE

ARE YOU EMPLOYED NOW? OF YOUR PRESENT EMPLOYER?

HAVE YOU APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | NAME & LOCATION OF SCHOOL | \* NO. OF YEARSATTENDED | DID YOUGRADUATE? | SUBJECTS STUDIED |
| GRAMMER SCHOOL |  |  |  |  |
| HIGH SCHOOL |  |  |  |  |
| COLLEGE |  |  |  |  |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |  |  |  |  |

\*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

GENERAL:

SUBJECT OF SPECIAL STUDY OR RESEARCH WORK

U.S. MILITARY OR PRESENT MEMEBERSHIP IN NATIONAL

NAVAL SERVICE RANK GUARD OR RESERVE?

FORMER EMPLOYERS: (LIST BELOW THE LAST THREE EMPLOYERS, STARTING WITH LAST OR PRESENT ONE FIRST)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATE (MONTH & YEAR) | NAME AND ADDRESS OF EMPLOYER | SALARY | POSITION | PHONE | MAY WE CONTACT THIS EMPLOYER? YES OR NO | REASON FOR LEAVING |
| FROM |  |  |  |  |  |  |
| TO |
| FROM |  |  |  |  |  |  |
| TO |
| FROM |  |  |  |  |  |  |
| TO |

# PHYSICAL RECORD:

DOYOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? Yes No

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATIONS? PLEASE DESCRIBE

IN CASE OF EMERGENCY NOTIFY

NAME ADDRESS PHONE NO.

“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 and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hires, 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.”

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

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HIRED: Yes No POSITION DEPT. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALARY/WAGE DATE REPORTING TO WORK\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED: 1. 2. 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Manager Department Head General Manager