

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. CITIZEN 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.

- Are you a U.S Citizen? Yes ___ No ___
- Height _____ Feet _____ Inches
- Weight _____ lbs
- Date of Birth * _____
- What Foreign Languages do you speak fluently? _____
- 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:

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

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

EDUCATION	NAME & LOCATION OF SCHOOL	* NO. OF YEARS ATTENDED	DID YOU GRADUATE?	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 NAVAL SERVICE _____ RANK _____ PRESENT MEMEBERSHIP IN NATIONAL 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. Employment Manager 2. Department Head 3. General Manager