

# Application for Employment

## *Pre-Employment Questionnaire/Equal Opportunity Employer*

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Referred By: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ YES \_\_\_\_\_ NO

Salary Desired: \_\_\_\_\_

### EDUCATION HISTORY

	<i>Name &amp; Location of School</i>	<i>Years Attended</i>	<i>Did You Graduate?</i>	<i>Subject Studied</i>
High School:	_____	_____	_____	_____
College:	_____	_____	_____	_____
Trade School:	_____	_____	_____	_____
Other Special Training:	_____			
	_____			
	_____			

### FORMER EMPLOYEES

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

<i>Name &amp; Location of Employer</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
_____	_____	_____	_____

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

<i>Name &amp; Location of Employer</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
_____	_____	_____	_____

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

<i>Name &amp; Location of Employer</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
_____	_____	_____	_____

LIST (3) OF YOUR PERSONAL QUALITIES THAT WOULD BENEFIT THIS COMPANY

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

WHAT ARE YOUR (3) PROUDEST ACCOMPLISHMENTS?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Authorization

*"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 the company from all liability for any damage that may result from utilization of such information.*

*I also 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."*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_