APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONAIRE --- AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Present Address				Apartment/Unit #	
City		State		ZIP	
Previous Address				Apartment/Unit #	
City		State		ZIP	
Phone		Email Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					

Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?		
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain		
In Case of Emergency	Name:		Address:	Phone:	

EDUCATION

High School					Address			
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College					Address			
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other					Address			
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			

PREVIOUS EMPLOYMENT											
Company								Phone	( )		
Address								Supervisor			
Job Title					Starting Salary			$	Ending Salary		$
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES ☐			NO ☐			
Company								Phone	( )		
Address								Supervisor			
Job Title					Starting Salary			$	Ending Salary		$
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES ☐			NO ☐			
Company								Phone	( )		
Address								Supervisor			
Job Title					Starting Salary			$	Ending Salary		$
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES ☐	NO ☐					

MILITARY SERVICE							
Branch		From		To		Rank	

GENERAL Subjects of Special Study or Research Work	
Special Skills	
Activities: (Civic, Athletic, Etc.)	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature		Date	

DO NOT WRITE BELOW THIS LINE			
Interviewed by		Date	
Remarks			
Neatness		Ability	
Salary/Wage		Date Reporting to Work	
Approved			

Employment Manager Department Head District Manager