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APPLICATION FOR EMPLOYMENT

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



PERSONAL INFORMATION

DATE: _____

NAME: _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____

PERMANENT ADDRESS _____

PHONE NUMBER _____ ARE YOU 21 YEARS OR OLDER YES / NO
 Y N

HEIGHT _____ WEIGHT _____ DATE OF BIRTH _____

EMAIL ADDRESS: _____

Have you been convicted of a felony or misdemeanor within the last five (5) years? YES / NO
 Y N

If YES, please describe: _____

*The Age Discrimination in Employment Act of 1967 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 solely because of a conviction record, unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

POSITION _____ START DATE _____ SALARY DESIRED _____

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

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHEN? _____

EDUCATION	NAME & LOCATION	NUMBER OF YEARS	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR				
HIGH SCHOOL				
COLLEGE				
TRADE/TECHNICAL				

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT)

DATE (START/END)	NAME & PHONE	POSITION	REASON FOR LEAVING

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR

NAME	PHONE #	BUSINESS	YEARS ACQUAINTED
1)			
2)			
3)			

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work which you are being considered? YES / NO
 If YES, what can be done to accommodate your limitations? Y N

Please Describe: _____

IN CASE OF AN EMERGENCY, NOTIFY: _____

DISCLAIMER AND SIGNATURE

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION WILL 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 THAT 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 HIRED, 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 _____
 HIRED: YES / NO _____
 DATE REPORTING TO WORK _____

DATE _____
 POSITION _____