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

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

NAME (LAST, FIRST):				
PRESENT ADDRESS:	APT NO.:	CITY:	STATE:	ZIP:
MAILING ADDRESS:	APT NO.:	CITY:	STATE:	ZIP:
ARE YOU 18 YEARS OR OLDER? YES NO	PHONE: CELL:	EMAIL:		

### DESIRED EMPLOYMENT

POSITION:	DATE YOU CAN START:	SALARY DESIRED:
ARE YOU EMPLOYED NOW? YES NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	YES NO
EVER APPLIED TO THIS COMPANY BEFORE? YES NO	WHERE?	WHEN?
EVER WORKED FOR THIS COMPANY BEFORE? YES NO	WHERE?	WHEN?
REASON FOR LEAVING:		
NAME OF LAST SUPERVISOR AT THIS COMPANY:		
WHO REFERRED YOU TO THIS COMPANY?		
EMPLOYMENT AGENCY	NEWSPAPER AD	FRIEND OTHER
STATE EMPLOYMENT OFFICE	COLLEGE PLACEMENT SERVICE	WALK-IN

### EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED?
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINES OR CORRESPONDENCE SCHOOL				

**GENERAL**

**SUBJECT OF SPECIAL STUDY OR RESEARCH WORK PERFORMED**

**SPECIAL TRAINING: (CPR, FIRST AIDE ETC.)**

**DRIVER'S LICENSE/S: (CDL, CRANE ETC.)**

**SPECIAL SKILLS:**



## PROFFESIONAL REFERENCES

BELOW GIVE THE NAMES OF THREE PROFESSIONAL REFERENCES NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

NAME	BUSINESS	ADDRESS	PHONE	YEARS ACQUAINTED

## MILITARY SERVICE

BRANCH OF SERVICE	DISCHARGE DATE AND RANK

HAVE YOU BEEN CONVICTED OF A FELONY IN ANY STATE WITHIN THE LAST 5 YEARS?
YES NO
IF YES EXPLAIN (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION).

## AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I HAVE READ AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZED INVESTIGATION OF ALL STATEMENTS CONTIANED 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 COMPNY FROM ALL LIABILITY FROM ANY DAMAGE THAT MAY RESULT FORM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRATY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AND AUTHORIZED COMPANY REPRESENTATIVE."

DATE

SIGNATURE

PRINTED NAME