

APPLICATION FOR EMPLOYMENT

Pre-employment questionnaire - An equal opportunity employer



Today's Date: _____

.....

PERSONAL INFORMATION

Name _____ SS# _____
(Last) (First) (MI)

Present Address _____
(Street) (City) (State & Zip)

Phone# _____ Email _____ Are you at least 21 years of age? _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? _____

EMPLOYMENT DESIRED

Position applying for _____

Desired Salary _____

Date you are able to report to work _____

Are you employed now? _____ If so, may we inquire with your present employer? _____

Please fill out the hours you are available to work:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Sunday _____

Referred by _____

References

Give the names of 3 persons, not related to you, whom you have known for at least 1 year:

Name _____ Years Known _____

Address _____ Phone# _____

Name _____ Years Known _____

Address _____ Phone# _____

Name _____ Years Known _____

Address _____ Phone# _____

GENERAL INFORMATION

Subjects of special study or research _____

Special Skills _____

Name & Address of Last Employer: _____

Telephone# _____

Employed From _____ To (include month & year) _____

Immediate Supervisor _____ Dept. Head _____

Position/Title _____

Specific Duties & Responsibilities _____

Reason for Leaving _____

What did you like most about this job? _____

What did you like least about this job? _____

In case of emergency notify (Name, Address & Phone) _____

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment I agree to confirm to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed with or without cause and with or without notice anytime by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the company's president as an authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date _____

Signature _____