

Application for Employment

| | | |
|---|--|--|
| PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE | | PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER |
|---|--|--|

PERSONAL INFORMATION

DATE _____

| | | | | |
|---|--------|--------|---|-----|
| Name _____ | | | | |
| Last | First | Middle | Maiden | |
| Present address _____ | | | | |
| Number | Street | City | State | Zip |
| Telephone (_____) _____ | | | Social Security No. _____ - _____ - _____ | |
| How did you hear about this position? _____ | | | | |

EMPLOYMENT DESIRED

| | | |
|---|--|----------------------|
| Position _____ | Start Date _____ | Salary Desired _____ |
| Are You Employed? ___ Yes ___ No | If So, May We Inquire Of Your Present Employer? ___ Yes ___ No | |
| Ever Applied To This Company Before? ___ Yes ___ No | If So, When? _____ | |

EDUCATION HISTORY

| TYPE OF SCHOOL | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | SUBJECTS STUDIED | DEGREE |
|--------------------------|---------------------------|----------------|------------------|--------|
| High School | | | | |
| College | | | | |
| Trade or Business School | | | | |

GENERAL INFORMATION

| | |
|--|------------|
| Describe any Subjects of Special Study or Research Work. List Special Training or Skills You Have To Offer for This Job Opening: | |
| | |
| | |
| U.S. Military or Naval Service | Rank _____ |

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

| Name & Address of Employer | Position / Job Title | Dates: Month & Year | Pay or Salary |
|---|----------------------|------------------------|----------------------------|
| | | From _____ To _____ | Start _____ Final _____ |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions: | | | |
| | | | |
| | | | |
| Reason for leaving _____ | | | |

| Name & Address of Employer | Position / Job Title | Dates: Month & Year | Pay or Salary |
|----------------------------|----------------------|---------------------|---------------|
| | | From | Start |
| | | To | Final |

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.

Reason for leaving

| Name & Address of Employer | Position / Job Title | Dates: Month & Year | Pay or Salary |
|----------------------------|----------------------|---------------------|---------------|
| | | From | Start |
| | | To | Final |

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.

Reason for leaving

REFERENCES PROVIDE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| NAME | RELATIONSHIP | CONTACT INFO (EMAIL & PHONE) | YEARS KNOWN |
|------|--------------|------------------------------|-------------|
| | | | |
| | | | |
| | | | |

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.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Date _____

Signature of Applicant _____

-----DO NOT WRITE BELOW THIS LINE / OFFICE USE ONLY-----

| REMARKS | | | | |
|-------------|-----------|----------|-------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| NEATNESS | | | CHARACTER | |
| PERSONALITY | | | ABILITY | |
| HIRED | FOR DEPT. | POSITION | WILL REPORT | SALARY WAGES |