

APPLICATION FOR EMPLOYMENT  
(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

|                                                                                                          |                            |        |                              |                             |
|----------------------------------------------------------------------------------------------------------|----------------------------|--------|------------------------------|-----------------------------|
|                                                                                                          |                            |        |                              | Date _____                  |
| NAME                                                                                                     |                            | LAST   | FIRST                        | MIDDLE                      |
| PRESENT ADDRESS                                                                                          |                            | STREET | CITY                         | STATE ZIP                   |
| PERMANENT ADDRESS                                                                                        |                            | STREET | CITY                         | STATE ZIP                   |
| PHONE NO.                                                                                                | ARE YOU 18 YEARS OR OLDER? |        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? |                            |        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

LAST

EMPLOYMENT DESIRED

|                                      |                                                |                |
|--------------------------------------|------------------------------------------------|----------------|
| POSITION                             | DATE YOU CAN START                             | SALARY DESIRED |
| ARE YOU EMPLOYED NOW?                | IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? |                |
| EVER APPLIED TO THIS COMPANY BEFORE? | WHERE?                                         | WHEN?          |
| REFERRED BY                          |                                                |                |

FIRST

| EDUCATION                               | NAME AND LOCATION OF SCHOOL | *NO OF YEARS ATTENDED | * DID YOU GRADUATE? | SUBJECTS STUDIED |
|-----------------------------------------|-----------------------------|-----------------------|---------------------|------------------|
| GRAMMAR SCHOOL                          |                             |                       |                     |                  |
| HIGH SCHOOL                             |                             |                       |                     |                  |
| COLLEGE                                 |                             |                       |                     |                  |
| TRAD, BUSINESS OR CORRESPONDENCE SCHOOL |                             |                       |                     |                  |

MIDDLE

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

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SPECIAL SKILLS

---

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

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EXCLUDE ORGANIZATION, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

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|                                |      |                                                  |
|--------------------------------|------|--------------------------------------------------|
| U.S. MILITARY OR NAVAL SERVICE | RANK | PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES |
|--------------------------------|------|--------------------------------------------------|

| DATE<br>MONTH AND YEAR | NAME AND ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|------------------------------|--------|----------|--------------------|
| FROM                   |                              |        |          |                    |
| TO                     |                              |        |          |                    |
| FROM                   |                              |        |          |                    |
| TO                     |                              |        |          |                    |
| FROM                   |                              |        |          |                    |
| TO                     |                              |        |          |                    |
| FROM                   |                              |        |          |                    |
| TO                     |                              |        |          |                    |

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

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

| NAME | ADDRESS | BUISNESS | YEARS<br>ACQUAINTED |
|------|---------|----------|---------------------|
| 1.   |         |          |                     |
| 2.   |         |          |                     |
| 3.   |         |          |                     |

IN CASE OF  
EMERGENCY NOTIFY

| NAME | ADDRESS | PHONE NO. |
|------|---------|-----------|
|------|---------|-----------|

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 CONFORM TO THE COMPANY'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, OR NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY 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

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:

DATE:

REMARKS:

NEATNESS:

ABILITY:

HIRED:  Yes  No

POSITION:

DEPT:

SALARY/WAGE:

DATE REPORTING TO WORK:

APPROVED:

1.

2.

3.

EMPLOYMENT MANAGER

DETP. HEAD

GENERAL MANAGER