**Application For Employment**

**(Pre-Employment Questionnaire) (An Equal Opportunity Employer)**

**PERSONAL INFORMATION Date**

**Name**

Last First Middle

**Permanent Address**

Street City State ZIP

**Phone Number Date of Birth**

**Are you legally authorized to work in the United States? 🞎 Yes 🞎 No**

**Have you ever been convicted of a felony? 🞎 Yes 🞎 No If yes, please explain**

**Have you ever been convicted of a misdemeanor? 🞎 Yes 🞎 No If yes, please explain**

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **Name and Location of School** | **No. Of Years Attended** | **Did You Graduate?** | **Subjects Studied** |
| **Grammar School** |  |  |  |  |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Trade Business or Correspondence School** |  |  |  |  |

**GENERAL**

**Subjects of Special Study or Research Work**

**Special Skills**

**Present Membership in**

**U.S. Military or Naval Service Rank National Guard or Reserves**

**EMPLOYMENT HISTORY (List below last three employers, starting with last one first).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  **(Month and Year)** | **Name and Address of Employer** | **Salary** | **Position** | **Reason for Leaving** |
| **From**  **To** |  |  |  |  |
| **From**  **To** |  |  |  |  |
| **From**  **To** |  |  |  |  |

**REFERENCES:** Give the name of three persons not related to you, whom you have known at least one year.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **PHONE NUMBER** | **BUSINESS** | **YEARS ACQUINTED** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**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 conform 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, at any time by the company. I understand that no company representative, other than its 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 foregoing.”**

**Date Signature**