



# Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPURTUNITY EMPLOYER

## Personal Information

DATE \_\_\_\_\_

NAME (LAST, MI, FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

## Employment Desired

POSITION	DATE YOU CAN START
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

## Education History

	NAME & LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

## General Information

SUBJECT OF STUDY / RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## Former Employers

DATE	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING

Please explain any gaps in your employment history: \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

Has your employment ever been terminated by agreement?  Yes  No

Have you ever been given the choice to resign rather than be terminated?  Yes  No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion. \_\_\_\_\_

Have you ever been convicted of, or entered a plea of guilty or no contest to, a crime; had charges nolle prossed or had adjudication withheld for a criminal offense; entered a pre-trial intervention program, or been placed on court-ordered probation? \* (This is not necessarily a disqualifier.)

Yes  No (If yes, please explain.)

**\*Note: If you do not understand this question you must ask for clarification.**

Have you ever been a defendant or a witness in a civil action in which you were accused of committing an intentional tort(s) (e.g., assault, battery, false imprisonment, intentional infliction of emotional distress), or an unlawful employment practice (e.g., sexual or racial harassment or discrimination)?  Yes  No If so, provide details, including the date the lawsuit commenced and concluded, the nature of the tort or claim, and the outcome. \* (This is not necessarily a disqualifier).

**\*Note: If you do not understand this question you must ask for clarification.**

#### Authorization

I certify that all of the facts and information contained in this application and any other written documents I have submitted are true and complete, and I understand that any false, incomplete, or misleading information, or any omission of information, may remove me from further consideration for employment or, if hired and discovered at any time after I am employed, may result in my 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, and release all third parties, as well as the company and its employees, from any claims arising out of actions taken under these authorizations.

I also authorize the procurement of a consumer report as part of the preemployment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the company to procure consumer reports at any time during my employment. I understand that my employment with the company is at-will and for no specific term. I further understand that no oral promise, company policy, custom, business practice or other company procedure will change the employment at-will relationship between the company and me. I also understand that no supervisor or other official of the company (except an authorized Executive, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the above.

In compliance with federal law, all persons hired, prior to working, will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE