

APPLICATION FOR EMPLOYMENT
Pre-employment Questionnaire

Date: _____

Personal Information

Name: _____

Address: _____

Phone # _____ Secondary # _____

Employment Desired

Position: _____ Date you can Start: _____ Salary Desired: _____

Are you employed now? Yes No

May we inquire of your present employer? Yes No

Ever applied to this company before? Yes No Are you legally eligible to work in this country? Yes No

Have you ever been convicted of a criminal offense involving the use or threat of violence, sexual misconduct, driving under the influence, or taking the property of another? Yes No

If yes, give the date, place offense and outcome: _____

(Answering 'yes' does not constitute an automatic bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude convictions which were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed.)

Education History

	Name & Location	Number of years Attended	Graduate?	Subjects studied
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Trade School	_____	_____	_____	_____

General Information

Special Job-Related Skills / training _____

Former Employers

Name & Address of employer	Salary	Position	Reason for Leaving
1. _____			
2. _____			
3. _____			
4. _____			

References (Give below the names of three people we may contact as references)

- 1. _____
- 2. _____
- 3. _____

Can you perform the essential job-related functions of the position you are applying for? Yes No
Note: you may be asked to describe how you will perform job-related functions. DO NOT DISCLOSE INFORMATION PROTECTED UNDER STATE OR FEDERAL LAW.

Authorization and Certification

"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 application and 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"

NOTE: I understand that all employment is at-will, which means that I have the right to terminate employment at any time, with or without cause, and the Employer has the same right. This application does not constitute an offer of employment.

Date

Signature

-----Do Not Write Below this Line-----

Date

Signature