

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Personal Information

NAME (LAST NAME FIRST) _____ DATE _____ 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 _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? YES NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES NO

EVER APPLIED TO THIS COMPANY BEFORE? YES NO WHERE _____ WHEN _____

Education History

| NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE | SUBJECTS STUDIED |
|---|----------------|------------------|------------------|
| HIGH SCHOOL | | | |
| COLLEGE | | | |
| TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL | | | |

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK _____

SPECIAL TRAINING _____

SPECIAL SKILLS _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

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