

# APPLICATION FOR EMPLOYMENT

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

## PERSONAL INFORMATION

	Date	Social Security Number		
Name				
	Last	First	Middle	
Present Address				
	Street	City	State	Zip
Permanent Address				
	Street	City	State	Zip
Phone Number		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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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				
Trade, Business or Correspondence School				

MIDDLE

## GENERAL

Subjects of special study or research work

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Special Skills

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Activities: (Civic, Athletic, Etc.)

Exclude organizations, 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
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**FORMER EMPLOYERS** (Start with last one first).

Date 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 the job?

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

NAME	ADDRESS	PHONE NO.	Years Aquainted
1.			
2.			
3.			

The following statement applies in: Maryland & Massachusetts. (Fill in name of state.)  
 It is unlawful in the state of \_\_\_\_\_ to require or administer a lie detector test  
 as a condition of employment or continued employment. An employer who violates this law shall  
 be subject to criminal penalties and civil liability.

In case of emergency notify \_\_\_\_\_  
 Signature of Applicant

NAME	ADDRESS	PHONE NO.
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"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 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 Dept. Head General Manager