

# Application for Employment

## PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

### PERSONAL INFORMATION

NAME (LAST NAME FIRST)		TODAY'S DATE	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	EMAIL ADDRESS	
REFERRED BY	HOW DID YOU HEAR ABOUT US?	DO YOU HAVE RELIABLE TRANSPORTATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### EMPLOYMENT INFORMATION

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, CAN WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME & ADDRESS OF PRESENT EMPLOYER
EVER APPLIED TO VERSATRIM/PROFILFORM BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
CAN YOU SHOW PROOF OF YOUR LEGAL RIGHT TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN DISMISSED, OR ASKED TO RESIGN FROM A JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN BELOW	HAVE YOU EVER BEEN CONVICTED OF A FELONY/MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN BELOW
IF YOU ANSWERED YES TO EITHER OF THE LAST 2 QUESTIONS, PLEASE EXPLAIN:		

### 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/YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES** (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS KNOW

**AUTHORIZATION**

*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 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 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.*

*I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit story or conviction will not automatically result in disqualification from employment.*

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**DO NOT WRITE IN THE SPACE BELOW**

**FOR INTERNAL USE ONLY**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INTERVIEWED BY

**REMARKS**

NEATNESS

CHARACTER

PERSONALITY

ABILITY

HIRE

FOR DEPT.

POSITION

WILL REPORT

SALARY WAGES

APPROVED:

\_\_\_\_\_  
EMPLOYMENT MANAGER

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
GENERAL MANAGER