

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Personal Information _____ DATE _____

LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NO. _____	
PERMANENT ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	SECONDARY PHONE NUMBER		BIRTH DATE _____	
EMERGENCY CONTACT - NAME		PHONE	RELATIONSHIP	

Employment Desired

POSITION	START DATE	DESIRED SALARY
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	HAVE YOU BEEN EMPLOYED WITH US BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Education History

	NAME AND LOCATION OF SCHOOL	DEGREE / AREA OF STUDY	GPA	GRADUATED
HIGH SCHOOL				YES / NO
COLLEGE OR UNIVERSITY				YES / NO
SPECIALIZED TRAINING, TRADE SCHOOL, ETC				YES / NO
OTHER EDUCATION				YES / NO

Employment History

DATE OF EMPLOYMENT	NAME AND LOCATION OF EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

General Information

SPECIAL TRAINING
SPECIAL SKILLS
HOBBIES AND INTERESTS

References Give below the names of three persons, not related to you, whom you have known at least one year

NAME	COMPANY AND ADDRESS	PHONE	RELATIONSHIP

Military Service Record

HAVE YOU EVER SERVICED IN THE U.S. ARMED FORCES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE
DISCHARGE DATE		RANK

Legal

Are you legally authorized to work in the United States? Yes No *(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Acts of 1986.)*

Were you ever discharged by any company? Yes No If yes, give name of company(ies) _____

Reason for discharge _____

Have you ever been convicted of or plead guilty to (including a plea of nolo contendere) a misdemeanor Yes No

If yes, please explain in full: _____

Have you been convicted of or plead guilty to (including a plea of nolo contendere) a felony (you are not obligated to disclose sealed, erased or expunged records of conviction(s) or records of arrests or criminal charges which did not result in a conviction)? Yes No

If yes, please explain offense and final disposition: _____

(A conviction will not necessarily disqualify an applicant from employment.)

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 above to give you 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 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."

Applicant Signature _____

Date _____

