

# APPLICATION FOR EMPLOYMENT PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

|                         |             |                     |          |
|-------------------------|-------------|---------------------|----------|
| NAME (LAST NAME FIRST)  |             | SOCIAL SECURITY NO. |          |
| PRESENT ADDRESS         | CITY        | STATE               | ZIP CODE |
| PERMANENT ADDRESS       | CITY        | STATE               | ZIP CODE |
| PHONE NO.<br>(        ) | REFERRED BY |                     |          |

## EMPLOYMENT DESIRED

|   |  |  |
|---|--|--|
| POSITION  | DATE YOU CAN START   | SALARY DESIRED   |
| ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO                | IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | ARE YOU LEGALLY AUTHORIZED TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> 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

|   |      |
|---|------|
| SUBJECTS 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                  |                            |        |          |                    |

