



# APPLICATION FOR EMPLOYMENT

Today's date: \_\_\_\_\_

Date available to start work: \_\_\_\_\_

Pre-employment questionnaire

An equal opportunity employer

## PERSONAL INFORMATION

DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Are you 18 years or older?: \_\_\_\_\_

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age, but less than 70 years of age.*

## POSITION

Position: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you currently employed?: \_\_\_\_\_ If so, may we inquire of your present employer?: \_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	YEARS COMPLETED	COURSE OF STUDY
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
BUSINESS OR TRADE SCHOOL				

## SPECIAL SKILLS

Please list other special skills you may have, e.g., licenses, certifications, specialized training, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE** (*List last three employers, beginning with the most recent.*)

Employer/Phone	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

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**REFERENCES** (*List names of three persons not related to you, whom you have known at least one year.*)

Name/Address	Business	Phone
	Years Acquainted	
Name/Address	Business	Phone
	Years Acquainted	
Name/Address	Business	Phone
	Years Acquainted	

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 shall be grounds for dismissal.

I authorize investigation of all statements contained herein, and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_