



# Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY

**EMPLOYER**

**Applicant Information** Date:

Full Name (First, Middle, Last): Referred By:

Phone: Email:

Address: City State Zip Code

Date Available: Desired Salary:

Position Applied For: \_\_\_\_\_

Are you authorized to work in the U.S.? \_\_\_ Yes \_\_\_ No

Have you ever worked for this company? \_\_\_ Yes \_\_\_ No

Do you have a pending felony, or ever been convicted of a felony? \_\_\_ Yes \_\_\_ No  
 (Convictions will not necessarily disqualify an applicant from employment)

If Yes, explain:

Do you have a valid driver's license? \_\_\_ Yes \_\_\_ No Do you have reliable transportation? \_\_\_ Yes \_\_\_ No

CDL? \_\_\_ Yes \_\_\_ No Type? \_\_\_ A \_\_\_ B \_\_\_ C

**Education History:**

	Name & Location of School	Years Attended	Did you Graduate	Subjects Studied
High School				
College				
Vocational, Trade, Business				

**Special Skills:** List any special skills or experience that you feel would help you in the position that you are applying for


<b>References:</b> Please list three references not related to you, whom you have known for at least one year.		
Name	Phone	Relationship

Are you employed now?  Yes  No

**Former Employers** (List Below Last Four Employers, Starting with the Last One First)

Date (Mo/Yr)	Name & Address of Employer	Position	Reason for Leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

**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 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 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 history 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