



### PRE-EMPLOYMENT APPLICATION

Our Company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, sexual orientation, veteran status, genetic information or any disability as defined in the Americans With Disabilities Act, or for any other reason protected by Local, State or Federal law.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
LAST FIRST MIDDLE

Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Present Address \_\_\_\_\_  
NO. STREET CITY STATE ZIP

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Are you 18 years of age or older? Yes No

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? Yes No

Have you been convicted of (or pleaded no contest to) any crime within the last 10 years (excluding minor traffic violations) including driving under the influence of alcohol or drugs? Yes No

*(NOTE: A conviction will not necessarily disqualify you from employment.)*

If Yes, state the offense, location, date and disposition \_\_\_\_\_

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel, if travel and/or overtime are required by the job for which you are applying? Yes No

If No, please explain \_\_\_\_\_

Drivers License: State \_\_\_\_\_ Type \_\_\_\_\_ Currently Valid? Yes No

Drivers License Number: \_\_\_\_\_

## EMPLOYMENT DESIRED

Seeking :      Full Time                      Part Time                      Temporary or Summer Employment?

Position applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Available start date \_\_\_\_\_

Have you ever worked for our company before?    Yes                      No

If your answer to the above questions is Yes, please state when and where you worked for our company

\_\_\_\_\_

How did you learn of our company and/or position? \_\_\_\_\_

Are you now, or do you expect to be, working in any other business or job?      Yes                      No

Are there any days or hours you would be unable or unwilling to work?      Yes                      No

If Yes, specify those days and hours you would be unable or unwilling to work \_\_\_\_\_

\_\_\_\_\_

Is there any type of work which you will not perform?      Yes                      No

If Yes, please explain \_\_\_\_\_

## EDUCATION HISTORY

Name & Location of School	Years Attended	Graduate?	Major
High School _____			

College _____			
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Other _____			
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If you did not graduate, why did you leave high school or college \_\_\_\_\_

\_\_\_\_\_

Are you planning to pursue further studies? Yes No

If so, when, where and what courses?

## MILITARY

Have you ever served in the military?    Yes      No      If yes, type of discharge \_\_\_\_\_

Service Branch \_\_\_\_\_ Final Rank \_\_\_\_\_

What duties, training or experience did you have while in the military which may be job related?

\_\_\_\_\_

\_\_\_\_\_

## CAPABILITY/RELIABILITY

Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes No

If not, explain which tasks \_\_\_\_\_

Have you filed any type of legal claim or complaint against any of your present or past employers? Yes No

If Yes, please explain \_\_\_\_\_

Do you have reliable transportation? Yes No

How many days of work (or school) have you missed in the last two years? \_\_\_\_\_

How many times have you been late for work (or school) in the last two years? \_\_\_\_\_

Consistent attendance and punctuality are essential requirements of every job in our company. Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes No

If No, please explain \_\_\_\_\_

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness?

Yes No

If Yes, please explain \_\_\_\_\_

Have you ever been fired, or asked to resign from a job? Yes No

If Yes, please explain \_\_\_\_\_

## SUPPLEMENTAL INFORMATION

If you worked in any of your previous positions under another name, please give that name (s) below:

(For reference checking purposes)

Name \_\_\_\_\_ @ Company \_\_\_\_\_

Name \_\_\_\_\_ @ Company \_\_\_\_\_

Are you presently employed? Yes No If yes, may we contact your present employer? Yes No

Please list all periods of time since you were out of high school or college during which you were not employed

How did you spend this time? \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

## References

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

## AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation.

I agree that, if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drugs and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is at-will and may be terminated by myself or by the Company at any time for any reason or no reason at all, with or without prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### *Company Use Only*

Interviewed by: \_\_\_\_\_

Interviewers remarks \_\_\_\_\_

Wage Rate \_\_\_\_\_ Full/Part Time \_\_\_\_\_

Hired Date \_\_\_\_\_

Office Location \_\_\_\_\_