



## Pre-Employment Questionnaire

Date

### Equal Opportunity Employer

#### Personal Information

Name:		SSN:	
Address:		City:	State:
Phone No:	Length of Time at Present Address		

#### Employment Desired

Position	Date You Can Start	Salary Desired
Are You Presently Employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, May We Call Your Present Employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Contact Name: Phone No:	

Would you be available to work overtime, if necessary? Yes ☐ No ☐

#### Education

Name & Location of School	Years Attended	Did You Graduate	Subject Studied
High School			
College			
Trade School			

#### General

Subjects of Special Study and Computer Skills

#### Former Employers

Date: Mo. & Yr.	Name & Address	Salary	Position	Reason For Leaving
From: To:				
From: To:				
From: To:				
From: To:				

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May we contact your previous employers? ☐ Yes ☐ No

Reference: (Work Related)

Name	Address	Phone	Years Known

Reference: (Personal)

Name	Address	Phone	Years Known

If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?  
(Convictions for marijuana-related offenses that are more than two years old need not be listed.)

☐ Yes ☐ No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Remarks: Write something about yourself, such as special interests, future plans, etc.


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## 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 authorized 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 that may result from utilization of such information.

I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

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

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