

# 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.              | SECONDARY PHONE NO. | 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 |                |
| 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

|  |      |
|--|------|
| SUBJECT 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                  |                            |        |          |                    |