## APPLICATION FOR EMPLOYMENT



## PRE-EMPLOYMENT QUESTIONNAIRE **EQUAL OPPORTUNITY EMPLOYER**

Personal Information Social Security Number: Name (Last, First, Middle Initial): City: State: Zip Code: Present Address: City: Zip Code: State: Permanent Address: Referred By: Phone Number: **Employment Desired** Salary Desired: Position: Date you can start: If so, may we inquire of Are you employed? YES NO your present employer? YES NO What location? When? Ever applied to this NO YES company before? **SUBJECTS** YEARS DID YOU NAME & LOCATION OF SCHOOL ATTENDED **GRADUATE?** STUDIED Grammar School High School College Trade, Business or Correspondence School Subjects of special study/research work or special training/skills. Rank U.S. Military or Naval Service Former Employers (List Below last four employers, starting with the last one first.)

| DATE:<br>MONTH & YEAR | NAME & ADDRESS OF EMPLOYER: | SALARY: | POSITION: | REASON FOR LEAVING: |
|-----------------------|-----------------------------|---------|-----------|---------------------|
| FROM:                 |                             |         |           |                     |
| TO:                   |                             |         |           |                     |
| FROM:                 |                             |         |           |                     |
| TO:                   |                             |         |           |                     |
| FROM:                 |                             |         |           |                     |
| TO:                   |                             |         |           |                     |
| FROM:                 |                             |         |           |                     |
| TO:                   |                             |         |           |                     |

References: (Give below the names of three persons not related to you, whom you have know for at least one year.) **YEARS** NAME: ADDRESS: **BUSINESS:** KNOWN: 1. 2. 3. **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." Date:\_\_\_\_\_\_Signature:\_\_\_\_\_ Interviewed By:\_\_\_\_\_\_\_ Date:\_\_\_\_\_ DO NOT WRITE BELOW THIS LINE REMARKS Character: Neatness: Personality: Ability: For Dept: Position: Hired: Will Report: Salary Wages:

This application for employment is used only for general use throughout the United States of America. It is the responsibility of City Bites'h iring managers to ensure that this form's use complies with applicable laws, which change from time to time.

APPROVED: 1.