

Application Number _____

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, veteran status, any disability as defined in the Americans with Disabilities Act, or for any other reason protected by 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.

PERSONAL

Date ____/____/____

Name _____
LAST FIRST MIDDLE Home Phone (____) _____

Present Address _____
NO. STREET CITY STATE ZIP

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 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 _____

NOTE: Massachusetts applicants may omit convictions for misdemeanors which are more than 5 years old.
Illinois applicants may omit records of convictions which have been expunged or sealed.

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 _____

Would you be willing and able to relocate? ☐ Yes ☐ No

Drivers License: State _____ Type _____ Currently Valid? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Are you seeking ☐ full-time ☐ part-time ☐ temporary or summer employment?

Position applied for _____ Salary Desired _____

Date Available to start _____

Have you ever applied to our company before? ☐ Yes ☐ No

Have you ever worked for our company before? ☐ Yes ☐ No

If your answer to either of the above questions is Yes, state when and where you applied and/or worked.

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, please specify those days or hours you are unable or unwilling to work? _____

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

If Yes, please explain _____

EDUCATION

Name Address and Location		Graduate?	Courses Studied
High School	Circle highest grade completed 9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College	Circle number of years completed 1 2 3 4 4+	<input type="checkbox"/> Yes <input type="checkbox"/> No	Major: Minor: Degree(s):
Trade School	Number of months attended _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Certificate:

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? _____ If so, when and what courses? _____

List any scholastic honors, offices held and activities involved in during high school and college. (Please exclude those which may reflect race, sex, color, religion, national origin, disability, sexual orientation or other protected status) _____

Please describe any other special courses, seminars or training which would enable you to perform the position for which you are applying. _____

MILITARY

Have you ever served in the military? ☐ Yes ☐ No

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 fraudulent claim against any of your present or past employers? ☐ Yes ☐ No

If Yes, please explain _____

Will you abide by the safety rules of this company? ☐ Yes ☐ No

Have you ever been disciplined for violating company safety rules or regulations? ☐ Yes ☐ No

If Yes, please explain _____

How many days of work (or school) have you missed in the last 2 years? _____

How many times have you been late for work (or school) in the last 2 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 _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

PLEASE GIVE MONTH AND YEAR

DO NOT REFERENCE YOUR RESUME

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From:	To:	Starting
			Mo.____	Mo.____	\$____
			Year____	Year____	Ending \$____
Telephone Area Code ()		Nature of Business			
Title		Reason for Leaving			
Describe duties performed, skills used/learned, advancements/promotions earned:					

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From:	To:	Starting
			Mo.____	Mo.____	\$____
			Year____	Year____	Ending \$____
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			Mo.____	Mo.____	\$____
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Telephone Area Code ()		Nature of Business			
Title		Reason for Leaving			
Describe duties performed, skills used/learned, advancements/promotions earned:					

SUPPLEMENTAL EMPLOYMENT INFORMATION

If you worked in any of your previous positions under another name, please indicate 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 high school or college during which you were not employed _____

How did you spend this time? _____

SPECIAL SKILLS

What languages do you speak fluently? _____

Do you type? ☐ Yes ☐ No Words per minute _____

Please list all software programs in which you are proficient, indicating how many years work experience you have with each:

List other computer skills, programming languages, or computer training you have had: _____

List any other technical training, skills or work experience which may qualify you for a job with us: _____

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet:

REFERENCES— Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

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 my 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. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

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 drug 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 ____/____/____

COMPANY USE ONLY

Interviewed by: _____

Interviewers remarks: _____

Is the operation of a company vehicle a job requirement? ☐ Yes ☐ No

If yes to above, has a request for driver's license records been made? ☐ Yes ☐ No