



IMPORTANT!  
EMPLOYMENT  
DESIRED  
(CHECK ONE)  
FULL   
TIME  
PART   
TIME

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

NAME				DATE
LAST	FIRST	MIDDLE	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS				
STREET		CITY	STATE	ZIP
PERMANENT ADDRESS				
STREET		CITY	STATE	ZIP
PHONE NO.	ARE YOU 18 YEARS OR OLDER?		YES	NO

LAST

FIRST

MIDDLE

### SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PRECEDING A QUESTION. THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

Height \_\_\_\_\_ feet \_\_\_\_\_ inches       Are you prevented from being employed in the US?      Yes \_\_\_\_\_ No \_\_\_\_\_

Weight \_\_\_\_\_ lbs.       Date of Birth \* \_\_\_\_\_

What Foreign Languages do you speak fluently? \_\_\_\_\_ Read \_\_\_\_\_ write \_\_\_\_\_

Have you been convicted of a felony or misdemeanor within the last 5 years? \*\*      Yes \_\_\_\_\_ No \_\_\_\_\_

Describe:

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

\*\*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

### EMPLOYMENT DESIRED:

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION:	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

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### GENERAL:

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:

U.S. MILITARY OR NAVAL SERVICE:	RANK:	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES:
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