

# PRE-EMPLOYMENT APPLICATION

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Home Phone (    )
			Work Phone (    )
Other Last Names		Social Security Number	
Address			
City	State	Zip	Date Available to Start
Position or type of work you are applying for:			Desired Salary
Desired Schedule			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temp <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever applied for a position, or been employed with this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of any law violation? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please explain. (conviction for an offense will not necessarily disqualify you from consideration) _____ _____			

School or College	City, State	# of Years	Major	Type of Diploma
High School				
College				
College				
Graduate School				
Business/Technical				
Other				

SPECIALIZED TRAINING	
PC SOFTWARE	SKILLS
yes    no	yes    no
<input type="checkbox"/> <input type="checkbox"/> Other word-processing: (specify)	<input type="checkbox"/> <input type="checkbox"/> Typing: (    ) Words per minute
<input type="checkbox"/> <input type="checkbox"/> Other spreadsheets: (specify)	<input type="checkbox"/> <input type="checkbox"/> Dictating equipment (specify)
<input type="checkbox"/> <input type="checkbox"/> Database: (specify)	<input type="checkbox"/> <input type="checkbox"/> Short hand
<input type="checkbox"/> <input type="checkbox"/> Programming experience: (specify)	<input type="checkbox"/> <input type="checkbox"/> Other: (specify)
<input type="checkbox"/> <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> <input type="checkbox"/> Other: (specify)

**We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.**

### EMPLOYMENT BACKGROUND

List ALL employers in the past five years. Begin with your most recent employment. If additional space is needed, please use a blank page. Fill in information accurately and completely on this application even if attaching a resume.

Current Employment	
Name:	Position Title:
Address:	Duties:
City:                      State:                      Zip:	
Phone:    (            )	
Immediate Supervisor:	Date Hired:
Supervisor's Title:	
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain:	Salary: \$ <input type="checkbox"/> hour <input type="checkbox"/> week <input type="checkbox"/> year

Previous Employment	
Name:	Position Title:
Address:	Duties:
City:                      State:                      Zip:	
Phone:    (            )	Date Hired:
Immediate Supervisor:	Date Left:
Supervisor's Title:	Reason for leaving:
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain:	Salary: \$ <input type="checkbox"/> hour <input type="checkbox"/> week <input type="checkbox"/> year

Previous Employment	
Name:	Position Title:
Address:	Duties:
City:                      State:                      Zip:	
Phone:    (            )	Date Hired:
Immediate Supervisor:	Date Left:
Supervisor's Title:	Reason for leaving:
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain:	Salary: \$ <input type="checkbox"/> hour <input type="checkbox"/> week <input type="checkbox"/> year

### ADDITIONAL INFORMATION

Use this space for general information, to indicate reasons for lapses in employment, job related information you would like to add, etc.

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I certify that the information provided by me in this application is correct to the best of my knowledge, and that, in the event of employment, false or misleading information given may result in discharge.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE