

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

|   |       |   |       |      |
|---|-------|---|-------|------|
| NAME  |       |   |       | DATE |
| SOCIAL SECURITY NUMBER  |       |   |       |      |
| LAST  | FIRST | MIDDLE  |       |      |
| PRESENT ADDRESS   |       |   |       |      |
| STREET  |       | CITY  | STATE | ZIP  |
| PHONE NO.   |       | ARE YOU 18 YEARS OR OLDER? YES <input type="checkbox"/> NO <input type="checkbox"/> |       |      |
| DO YOU HAVE A VALID DRIVER'S LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/> STATE _____ NUMBER _____   |       |   |       |      |
| IF YOU ARE UNDER 18, CAN YOU FURNISH A WORK PERMIT? YES <input type="checkbox"/> NO <input type="checkbox"/>  |       |   |       |      |
| ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES <input type="checkbox"/> NO <input type="checkbox"/> |       |   |       |      |

LAST

FIRST

## 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? WHEN?                           |                    |                |
| REFERRED BY  |                    |                |

MIDDLE

| EDUCATION                                | NAME AND LOCATION OF SCHOOL | NO. OF YEARS ATTENDED | DID YOU GRADUATE | SUBJECTS STUDIED |
|--|-----------------------------|-----------------------|------------------|------------------|
| HIGH SCHOOL                              |                             |                       |                  |                  |
| COLLEGE                                  |                             |                       |                  |                  |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |                             |                       |                  |                  |

## GENERAL

|  |                       |
|--|-----------------------|
| SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK   |                       |
| SPECIAL SKILLS   |                       |
| ACTIVITIES: (CIVIC, ATHLETIC, ETC)   |                       |
| EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS |                       |
| U.S. MILITARY OR   | PRESENT MEMBERSHIP IN |

NAVAL SERVICE

RANK

NATIONAL GUARD OR RESERVES

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

| DATE<br>MONTH AND YEAR | NAME AND ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|------------------------------|--------|----------|--------------------|
| From                   |                              |        |          |                    |
| To                     |                              |        |          |                    |
| From                   |                              |        |          |                    |
| To                     |                              |        |          |                    |
| From                   |                              |        |          |                    |
| To                     |                              |        |          |                    |
| From                   |                              |        |          |                    |
| To                     |                              |        |          |                    |

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| NAME | ADDRESS | BUSINESS | YEARS<br>ACQUAINTED |
|------|---------|----------|---------------------|
| 1.   |         |          |                     |
| 2.   |         |          |                     |
| 3.   |         |          |                     |

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

INCONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE

SIGNATURE

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED: ☐ YES ☐ NO

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

VILLAGE PRESIDENT

2.

DEPARTMENT HEAD

3.

VILLAGE ADMINISTRATOR