



## Application for Employment

Pre-Employment Questionnaire Equal Opportunity Employer

### Personal Information

Name (Last Name First)			
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone No.	Referred By		

### Employment Desired

Position	Date You Can Start	Salary Desired
Are you Employed? Yes          No	If so may we Inquire of your Present Employer? Yes          No	
Ever Applied to the city before? Yes          No	For What Position?	When?

### Education History

Name & Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School			
College			
Trade, Business, Correspondence School			

### Former Employers (List below last four Employers, starting with last one first)

Date – Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Continued on Other Side

## General Information

Subjects of Special Study/Research Work or Special Training/Skills

**References** Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years known

## Authorization

"I certify that the facts containing 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 an 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 of Interview \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

## REMARKS
