

APPLICATION FOR EMPLOYMENT

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

PERSONAL INFORMATION

NAME DATE

LAST FIRST MIDDLE

PRESENT ADDRESS

STREET CITY STATE ZIP CODE

PERMANENT ADDRESS

STREET CITY STATE ZIP CODE

PHONE NO. ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

EMPLOYMENT DESIRED

POSITION DATE YOU
DESIRED CAN START SALARY
DESIRED

ARE YOU EMPLOYED NOW? IF SO MAY WE INQUIRE
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS CITY BEFORE? WHERE? WHEN?

REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS	DID YOU GRADUATE?	SUBJECTS STUDIED
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GRAMMER SCHOOL

HIGH SCHOOL

COLLEGE
TRADE, BUSINESS OR
CORRESPONDENCE
SCHOOL

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)
EXCLUDE ORGANIZATIONS WHICH INDICATE THE RACE, CREED, SEX, AGE, MARTIAL STATUS, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

U.S. MILITARY OF PRESENT MEMBERSHIP IN
NAVAL SERVICE RANK NATION GUARD OR RESERVES

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1987 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE

FORMER EMPLOYERS List the last three employers, starting with the last one first.

DATE MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?
 WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: NAME THREE PERSONS NOT RELATED, WHOM YOU HAVE KNOWN AT LEASE ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in the name of the state) _____
 IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A
 CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL
 BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY. _____

Signature of Applicant

IN CASE OF EMERGENCY
 NOTIFY:

NAME	ADDRESS	PHONE NO.
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"I CERTIFY THAT THE FACTS CONTAINED 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 LISTED ABOVE
 TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT
 INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT
 MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY,
 REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT
 PRIOR NOTICE AND WITHOUT CAUSE."

DATE	SIGNATURE
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TENNESSEN WARNING: Information requested on your application is defined by State Statute as public and may be released on request and include job history, education and training and work availability. Your name is private except when you are certified as eligible for appointment to a vacancy. Certain other information requested on your application is private and only to you or to governmental entities authorized access by law (MS15.165, Subd.2.) Private data contained above:

- NAME/SOCIAL SECURITY NUMBER (SSN): Used to identify you in relation to other applicants. You are legally required to provide your name but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.
- LOCAL/PERMANENT ADDRESS/HOME TELEPHONE: Used to contact you regarding your application's status. You are not legally required to provide this information. Failure to provide this information may result in a delay in processing or notifying you of your application's status.
- LICENSE INFORMATION: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in your rejection as an applicant for these positions.
- CITIZENSHIP STATUS: Used to certify applicants for work in the United States as determined by laws of the United States department of Labor and the State of Minnesota. Failure to provide this information may result in rejection of your application.