



Application for Employment
Pre-Employment Questionnaire – Equal Opportunity Employer

Personal Information:

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

Employment Information:

Date You Can Start	Salary Desired
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If So, May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have You Ever Applied to this Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If So, When?

Education History:

	Name & Location of School	Years Attended	Did You Graduate	Subjects Studied
High School				
College				
Trade School				

Former Employers: (List below last four employers, starting with last on first)

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

References: (List below the names of three people not related to you, whom you have known at least one year)

Name	Phone	Business	Years Known

Experience: (List 5 projects you have worked on and a description of your role in the project and how your experience would be applicable to working for a manufacturing company in the position you are applying for)

1. _____

2. _____

3. _____

4. _____

5. _____

Customer Service: (Please rate your customer relation skills from 1 to 5 and describe a time you had to deal with a customer on a project)

Customer Relation Skill Level: _____

Authorization:

“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 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 any agreement for employment for any specified period of time, or the make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.”

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Signature

Date