



### APPLICATION OF EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

#### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Contact # \_\_\_\_\_ Referred by \_\_\_\_\_

Email \_\_\_\_\_

#### Employment Desired

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you presently employed? Yes or No If so, may we contact your present employer? Yes or No

Company \_\_\_\_\_ Current Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Contact # \_\_\_\_\_

#### Education History

High School \_\_\_\_\_ Did you Graduate? Yes or No If yes, year \_\_\_\_\_

College \_\_\_\_\_ Years Attended \_\_\_\_\_

Degree/Area of Study \_\_\_\_\_ Did you Graduate? Yes or No

Other \_\_\_\_\_ Years Attended \_\_\_\_\_

Degree/Area of Study \_\_\_\_\_ Did you Graduate? Yes or No

#### U.S. Military Service

Branch of Service \_\_\_\_\_ Rank Attained \_\_\_\_\_

#### Legal

Are you a U.S. citizen? Yes or No

If no, do you have a legal right & necessary documents to work in the U.S.? Yes or No

Were you ever discharged any company? Yes or No If yes, company name \_\_\_\_\_

Reason for discharge \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? Yes or No

If yes, please explain offence and final disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment History** (list below the last three employers, starting with the last one first)

Company \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Address \_\_\_\_\_ Contact # \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Address \_\_\_\_\_ Contact # \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Address \_\_\_\_\_ Contact # \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**References** (give below the names of three people not related to you, whom you have known at least 2 years)

Name \_\_\_\_\_ Years known \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Contact # \_\_\_\_\_

**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 patient 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 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 to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative." I also understand that I will need to pass the physical requirements of job listed on the job description provided.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Manager Notes**  
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**1<sup>st</sup> interview**

Date \_\_\_\_\_ with \_\_\_\_\_ & \_\_\_\_\_ Pass for 2<sup>nd</sup> interview? \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

**2<sup>nd</sup> interview**

Date \_\_\_\_\_ with \_\_\_\_\_ & \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_