



PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

Date: \_\_\_\_\_

### Personal Information

Full Name: \_\_\_\_\_  
First Middle Initial Last

Current Address: \_\_\_\_\_  
Number Street City State ZIP

Telephone Number: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you 18 years of age or older? Yes  No

Are you legally able to work in the United States? Yes  No

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application?

\_\_\_\_\_

### Employment Desired

Position Requested: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Wage Desired: \_\_\_\_\_

Are you currently Employed? Yes  No

Have you ever applied to this company before? Yes  No

If so, when did you apply? \_\_\_\_\_

### Education

Do you have a High School Diploma or GED? Yes  No

Name of last school attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degrees, Certificates, Licenses, Endorsements: \_\_\_\_\_

\_\_\_\_\_

Other Training or Skills (Computer Skills, Special Courses, Machines Operated): \_\_\_\_\_

\_\_\_\_\_

**References:**

Name	Address	Phone	Relationship	Years Known

**Employment History**

**Former Employment** List employers, starting with the current or most recent. Explain gaps in time of employment.

**Company Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number Street City State ZIP

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Detailed Job Duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

May we contact this employer to verify this information? Yes  No

**Company Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number Street City State ZIP

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Detailed Job Duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

May we contact this employer to verify this information? Yes  No

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**Company Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number Street City State ZIP

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Detailed Job Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**May we contact this employer to verify this information?** Yes  No

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Are you a citizen of the United States? Yes  No

If NO, are you a legal resident of the United States? Yes  No

If YES, attach a copy of your right to work in this country and state.

Have you ever been convicted of a felony in the United States? Yes  No

If YES, attach a detailed explanation of the conviction and any subsequent time spent in jail or prison.

(Answering yes to this question does not automatically exclude you from consideration for the position you are applying for.)

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Have you ever been convicted of Driving While Under the Influence of alcohol or controlled substance?

Yes  No

Have you ever been denied a license, permit or privilege to operate a motor vehicle?

Yes  No

Has any license, permit or privilege ever been suspended or revoked?

Yes  No

If the answer to A, B, or C is YES, give details.

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DRIVER'S LICENSE – List each driver's license held in the past three years.

State	License No.	Type	Exp Date

DRIVING RECORD – List any accidents, traffic convictions and forfeitures for the last 3 years.

Date	Nature of Incident	Charge/Penalty

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**Please provide any information that makes you a good candidate for this position including interests and abilities:**

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**Please read the following before signing:**

I certify that the facts contained in this application are true and compete to the best of my knowledge and understand that, if employed, omission of information or falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained in the application. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Date of Hire:** \_\_\_\_\_

**Last Day Worked:** \_\_\_\_\_

**Interview Notes:**

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**Reference Notes:**

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