

# Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

## Personal Information

DATE \_\_\_\_\_

|                        |                     |                     |                |
|------------------------|---------------------|---------------------|----------------|
| NAME (LAST NAME FIRST) |                     | SOCIAL SECURITY NO. |                |
| PRESENT ADDRESS        |                     | CITY                | STATE ZIP CODE |
| PERMANENT ADDRESS      |                     | CITY                | STATE ZIP CODE |
| PHONE NO.              | SECONDARY PHONE NO. | REFERRED BY         |                |

## Employment Desired

|   |  |                |
|---|--|----------------|
| POSITION  | 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 |                |
| EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHERE  | WHEN           |

## Education History

|   | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|---|---------------------------|----------------|-------------------|------------------|
| HIGH SCHOOL                               |                           |                |                   |                  |
| COLLEGE                                   |                           |                |                   |                  |
| TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL |                           |                |                   |                  |

## General Information

|  |      |
|--|------|
| SUBJECT OF SPECIAL STUDY/RESEARCH WORK |      |
| SPECIAL TRAINING                       |      |
| SPECIAL SKILLS                         |      |
| U.S. MILITARY OR NAVAL SERVICE         | RANK |

## Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

| DATE MONTH AND YEAR | NAME & ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
|---------------------|----------------------------|--------|----------|--------------------|
| FROM                |                            |        |          |                    |
| TO                  |                            |        |          |                    |
| FROM                |                            |        |          |                    |
| TO                  |                            |        |          |                    |
| FROM                |                            |        |          |                    |
| TO                  |                            |        |          |                    |
| FROM                |                            |        |          |                    |
| TO                  |                            |        |          |                    |

**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 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 to 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.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

***Do Not Write Below This Line***

DATE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_

**Remarks**

|             |           |          |             |              |
|-------------|-----------|----------|-------------|--------------|
|             |           |          |             |              |
|             |           |          |             |              |
|             |           |          |             |              |
|             |           |          |             |              |
| NEATNESS    |           |          | CHARACTER   |              |
| PERSONALITY |           |          | ABILITY     |              |
| HIRED       | FOR DEPT. | POSITION | WILL REPORT | SALARY WAGES |

APPROVED:

EMPLOYMENT MANAGER \_\_\_\_\_

DEPARTMENT HEAD \_\_\_\_\_

GENERAL MANAGER \_\_\_\_\_

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.