

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire



613 W Palmer St
Saint Marys, KS 66536

785-437-0604

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME _____
LAST FIRST MI

PHONE # _____

PRESENT ADDRESS _____
STREET CITY STATE ZIP

ARE YOU 18 YEARS OR OLDER? YES NO

IN CASE OF EMERGENCY NOTIFY _____
NAME RELATIONSHIP PHONE #

EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED

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

EVER APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN?

EVER WORKED FOR THIS COMPANY BEFORE? WHEN?

REASON FOR LEAVING: _____

NAME OF LAST SUPERVISOR AT THIS COMPANY:
WHO REFERRED YOU TO THIS COMPANY? GOOGLE NEWSPAPER AD OTHER
 COLLEGE PLACEMENT SERVICE WALKED IN FRIEND
 INDEED

EDUCATION

SCHOOL LEVEL	NAME / LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECT STUDIED
ELEMENTARY SCHOOL				
HIGH SCHOOL / GED				
COLLEGE				
TRADE / BUSINESS SCHOOL				

GENERAL (SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK)

SPECIAL TRAINING _____

SPECIAL SKILLS _____

FORMER EMPLOYERS (LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER

STARTING DATE

LEAVING DATE

JOB TITLE

MAY WE CONTACT?

WEEKLY STARTING SALARY

WEEKLY FINAL SALARY

NAME / TITLE OF SUPERVISOR

PHONE #

DESCRIPTION OF WORK

REASON FOR LEAVING

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER

STARTING DATE

LEAVING DATE

JOB TITLE

MAY WE CONTACT?

WEEKLY STARTING SALARY

WEEKLY FINAL SALARY

NAME / TITLE OF SUPERVISOR

PHONE #

DESCRIPTION OF WORK

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NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER

STARTING DATE

LEAVING DATE

JOB TITLE

MAY WE CONTACT?

WEEKLY STARTING SALARY

WEEKLY FINAL SALARY

NAME / TITLE OF SUPERVISOR

PHONE #

DESCRIPTION OF WORK

REASON FOR LEAVING

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS (NOT RELATED) THAT YOU HAVE KNOWN AT LEAST ONE YEAR

NAME

BUSINESS

PHONE #

YEARS ACQUAINTED

MILITARY SERVICE RECORD

BRANCH OF SERVICE

DISCHARGE DATE

RANK

PRESENT MEMBERSHIP

IN NATIONAL GUARD OR RESERVES

DATE OBLIGATION ENDS

SPECIAL QUESTIONS

ARE YOU A U.S. CITIZEN? YES NO

IF HIRED, WOULD YOU BE ABLE TO PRESENT EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

ARE YOU ABLE TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT ACCOMMODATION?

IF YOU CAN PERFORM THE JOB WITH AN ACCOMMODATION, EXPLAIN HOW YOU WOULD PERFORM THE TASKS AND WITH WHAT ACCOMMODATION:

WERE YOU EVER SERIOUSLY INJURED? YES NO
PLEASE PROVIDE DETAILS:

DO YOU SPEAK ANY FOREIGN LANGUAGES FLUENTLY?

READ?

WRITE?

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR WITHIN THE LAST 5 YEARS? YES NO
PLEASE PROVIDE DETAILS:

YOU WILL NOT BE DENIED EMPLOYMENT SOLELY ON ACCOUNT OF A CONVICTION RECORD, UNLESS THE OFFENSE IS RELATED TO THE JOB FOR WHICH YOU HAVE APPLIED.

I UNDERSTAND AND AGREE THAT I MAY BE REQUIRED TO TAKE ONE OR MORE OF THE FOLLOWING TESTS: PHYSICAL EXAMINATION AND / OR DRUG SCREENING AS A CONDITION OF HIRING OR CONTINUED EMPLOYMENT. I AGREE TO CONSENT TO TAKE SUCH TEST(S) AT SUCH TIME AS DESIGNATED BY THE COMPANY, AND TO RELEASE THE COMPANY, ITS DIRECTORS, OFFICERS, AGENTS, OR EMPLOYEES FROM ANY CLAIM ARISING IN CONNECTION WITH THE USE OF SUCH TEST(S). PLEASE INITIAL: _____

AUTHORIZATION

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S CHOICE. I ALSO UNDERSTAND AND AGREE THAT THE THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

SIGNATURE

DATE