



# PRE-EMPLOYMENT QUESTIONNAIRE

(AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL	Last Name		First	Middle Initial	Today's Date ____/____/____	
	Street Address				Home Phone (____) _____	
	City, State, Zip				Cell Phone (____) _____	
	Email Address					
	1. Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year ____/____			2. Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year ____/____		
	Position Desired				Pay Expected	
	1. Apart from absence for religious observance, are you available for full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No				Available to work overtime?	
	2. What hours can you work? _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				When will you be available to begin work?	
	Other special training or skills (languages, machine operation, etc.)				____/____/____	

EDUCATION	School	Name and Location of School	Course of Study	Years Completed	Did You Graduate?	Date	Degree or Diploma?
	High School						<input type="checkbox"/> Yes <input type="checkbox"/> No
	Business/ Trade/ Technical						<input type="checkbox"/> Yes <input type="checkbox"/> No
	College						<input type="checkbox"/> Yes <input type="checkbox"/> No
	Graduate						<input type="checkbox"/> Yes <input type="checkbox"/> No

The Equal Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability.

Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", with what employer(s)? _____ _____	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe in full. _____ _____	
*Not all convictions will necessarily bar employment.	
List the names of relatives and friends currently working for us: _____	

**REFERENCES:** Give the names of three individuals, not related to you, whom you have known at least one year.

1. Name _____ Address _____ Phone (____) _____ - _____ Years Acquainted _____
2. Name _____ Address _____ Phone (____) _____ - _____ Years Acquainted _____
3. Name _____ Address _____ Phone (____) _____ - _____ Years Acquainted _____

