

PRE-EMPLOYMENT QUESTIONNAIRE

"Equal Opportunity Employer"

I. APPLICANT INFORMATION

DATE: _____
LAST NAME _____ FIRST NAME _____ MI _____
ADDRESS _____ APARTMENT NO _____
CITY _____ STATE _____ ZIP _____
HOME PHONE # _____ OTHER PHONE # _____
HAVE YOU EVER BEEN EMPLOYED BY THIS COMPANY IN THE PAST? YES NO
If you answer "YES", please give your dates of employment, and the position that you held? _____
DAYS AVAILABLE: MON TUES WED THUR FRI SAT SUN
SHIFTS AVAILABLE: _____
IF NOT FLEXIBLE, PLEASE EXPLAIN WHY: _____

II. BACKGROUND INFORMATION

NOTE: A "YES" answer to any of these questions will not automatically bar you from employment. Only the nature, job-relevance, severity, and date of the offense in relation to the position for which you are applying are considered.

HAVE YOU, EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR? YES NO
IF "YES", WHAT CHARGE? _____
WHERE CONVICTED? _____ DATE OF CONVICTION: _____
HAVE YOU EVER PLED "NOLO CONTENDERE", "GUILTY", HAD THE ADJUDICATION WITHHELD OR ARE YOU NOW UNDER CHARGES FOR A CRIME, WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? YES NO
IF "YES", WHAT CHARGE? _____
WHERE: _____ DATE: _____

LICENSES, REGISTRATION, CERTIFICATION EXAMPLE: Driver's License, "D", "G", "C"; "W", "MB", "DI", ETC.

LICENSE, REGISTRATION OR CERTIFICATION	NUMBER	DATES RECEIVED	EXPIRATION DATE	STATE LICENSING AUTHORITY

MILITARY EXPERIENCE

YES NO NAME OF SERVICE: _____ YEARS: _____ TYPE OF DISCHARGED: _____

HIGH SCHOOL, COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YEAR)	CREDIT HOURS EARNED	MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED

III. EMPLOYMENT RECORD

NAME OF LAST EMPLOYER:	
ADDRESS:	PHONE NUMBER:
YOUR JOB TITLE:	SUPERVISOR'S NAME:
DATES OF EMPLOYMENT:	HOURS PER WEEK:
DUTIES AND RESPONSIBILITIES:	
REASON FOR LEAVING:	