
PRE-EMPLOYMENT APPLICATION

Our Company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, natural origin, veteran status or any disability as provided in the Americans With Disabilities Act.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

PERSONAL:

Date _____

Name _____ Home Phone (____) _____

Last

First

Middle

Present Address _____

No.

Street

City

State

Zip

Social Security No NOT NECESSARY _____ Are you over 18? Yes No

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? Yes No

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? Yes No If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/or overtime are required by the job for which you are applying? Yes No If no, please explain _____

Would you be willing and able to relocate? Yes No

Drivers License: State _____ Type _____ Currently Valid? Yes No

Have you had any accidents during the past three years? _____ How Many? _____

EMPLOYMENT DESIRED:

Are you seeking Full-Time Temporary or Summer Employment?

Position applied for _____ Salary Desired _____

Date Available to start _____

Have you ever applied to our company before? Yes No

Have you ever worked for our company before? Yes No

If your answer to either of the above questions is Yes, state when and where you applied and/or worked.

How did you learn of our company and/or position? _____

Are you now, or do you expect to be, working in any other business or job? Yes No

Are there any days or hours you would be unable or unwilling to work? Yes No If yes, please specify those days or hours you would be unable or unwilling to work _____

EDUCATION:

EDUCATION	NAME AND LOCATION OF SCHOOL	DATES ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? Yes No If so, when, where and what courses? _____

List any scholastic honors, offices held and activities involved in during high school and college _____

List and describe any other School or Specialized Training _____

MILITARY:

Have you ever served in the military? Yes No

Service Branch _____ Date Entered _____

Date Separated _____ Final Rank _____

CAPABILITY/RELIABILITY:

Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes No

If not, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? Yes No

If yes, explain _____

Will you abide by the safety rules of this company? Yes No

Have you ever been disciplined for violating company safety rules or regulations? Yes No

If yes, please explain _____

How many days of work (or school) have you missed in the last two years? _____

How many times have you been late for work (or school) in the last two years? _____

Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes No

If no, please explain _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

PLEASE GIVE MONTH AND YEAR

DO NOT REFERENCE YOUR RESUME.

Name of Employer		Name and Title of	From:	To:	Pay:
Address		Last Supervisor	Mo. ____	Mo. ____	Starting
City, State, Zip Code			Year ____	Year ____	\$ ____
					Ending \$ ____
Telephone	Nature of Business				
Area Code ()					
Title		Reason for Leaving:			
Duties					

Name of Employer		Name and Title of	From:	To:	Pay:
Address		Last Supervisor	Mo. ____	Mo. ____	Starting
City, State, Zip Code			Year ____	Year ____	\$ ____
					Ending \$ ____
Telephone	Nature of Business				
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Telephone	Nature of Business				
Area Code ()					
Title		Reason for Leaving:			
Duties					

SUPPLEMENTAL EMPLOYMENT INFORMATION

If you worked in any of your previous positions under another name, please give that name(s) _____

Are you presently employed? Yes No

If yes, may we contact your present employer? Yes No

Have you ever been fired, or asked to resign, from a job? _____ If yes, please explain _____

SPECIAL SKILLS

Do you type? Yes No

Words Per Minute _____

Do you take shorthand? Yes No

Words Per Minute _____

Have you had any computer or word processing experiences or training? Yes No

If yes, please describe _____

What languages do you speak fluently? _____

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet of paper.

REFERENCES

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the Village Board. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature _____ Date _____/_____/_____

COMPANY USE ONLY

Interviewed by:

Interviewer's remarks:

Is the operation of a company vehicle a job requirement? Yes No

If yes to above, has a request for driver's record been made? Yes No
