



# Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER**

## PERSONAL INFORMATION

NAME (LAST NAME FIRST)		TODAY'S DATE	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

## EMPLOYMENT INFORMATION

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, CAN WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME & ADDRESS OF PRESENT EMPLOYER
EVER APPLIED TO VERSATRIM/PROFILFORM BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
CAN YOU SHOW PROOF OF YOUR LEGAL RIGHT TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN DISMISSED, OR ASKED TO RESIGN FROM A JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>IF YES, EXPLAIN BELOW</small>	HAVE YOU EVER BEEN CONVICTED OF A FELONY/MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>IF YES, EXPLAIN BELOW</small>
IF YOU ANSWERED YES TO EITHER OF THE LAST 2 QUESTIONS, PLEASE EXPLAIN:		

## 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 / YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

