

Application for Employment

(Pre-employment Questionnaire) (An Equal Opportunity Employer)

Personal Information

Date: _____

Name: _____

LAST

FIRST

MIDDLE

Present Address: _____

Street

City

State

Zip

Permanent Address: _____

Street

City

State

Zip

Phone No. _____ Are you 18 years or older? Yes ___ No ___

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status? Yes _____ No _____

EMPLOYMENT DESIRED

Position _____ Date can start _____ Salary desired _____

Are you employed now? _____ If so may we inquire present employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

Referred by _____

EDUCATION Name & Location of School #yrs attended Did you graduate Subjects

Grammar School _____

High School _____

College _____

Trade/Business or Other _____

GENERAL

Subjects of special study or research work: _____

Special Skills _____

Activities (Civic, Athletic etc) _____

Exclude organizations, the name of which indicates the race, creed, sex, age, martial status, color or nation of its members

US Military or Naval Service _____ Rank _____

Former Employers (List below last three employers, starting with last one first)

Date Month and year Name & Address of Employer Salary Position Reason for leaving

From _____ to _____

From _____ to _____

From _____ to _____

Which of these jobs did you like best? _____

What did you like most about this job? _____

References: name three people, unrelated to you, whom you have know at least 1 year.

Name Address Business Years acquainted Phone

1. _____

2. _____

3. _____

In case of emergency notify:

Name

Address

Phone

**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 whether my or the company's option. I also understand and agree that 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 then 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.

Date: _____ Signature: _____

Do Not write on this page... For employer only

Interviewed By _____ Date: _____

Remarks: _____

Neatness _____ Ability _____

Hired Yes _____ No _____ Position _____ Dept. _____

Salary/Wage _____ Date reporting to work _____

Approved: 1. _____ 2. _____ 3. _____
 Employment manager Dept. Head General Manager

.....

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This application for employment form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job applicant, may violate State and/or Federal Law.