



EMPLOYMENT APPLICATION

Pre-employment questionnaire | Equal opportunity employer

01 PERSONAL INFORMATION

NAME (LAST NAME FIRST)

SOCIAL SECURITY NO.

PRESENT ADDRESS

APT. NO.

CITY

STATE

ZIP

PERMANENT ADDRESS

APT. NO.

CITY

STATE

ZIP

ARE YOU 18 YEARS OR OLDER?

☐ Yes

☐ No

PHONE

02 DESIRED EMPLOYMENT

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

☐ Yes

☐ No

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

☐ Yes

☐ No

EVER APPLIED TO THIS COMPANY BEFORE?

☐ Yes

☐ No

WHERE?

WHEN?

EVER WORKED FOR THIS COMPANY BEFORE?

☐ Yes

☐ No

WHERE?

WHEN?

REASON FOR LEAVING

NAME OF LAST SUPERVISOR AT THIS COMPANY

WHO REFERRED YOU TO THIS COMPANY?

☐ Employment agency

☐ Newspaper advertising

☐ Friend

☐ State employment office

☐ College placement service

☐ Walk in

☐ Other

03 EDUCATION

SCHOOL LEVEL	NAME / LOCATION	YEARS	GRADUATE?	SUBJECTS STUDIED
Grammar school				
High school				
College				
Trade, business or correspondence school				



EMPLOYMENT APPLICATION

Last three employers | Most recent employer first

04 FORMER EMPLOYERS

01 PRESENT OR LAST EMPLOYER

EMPLOYER NAME		JOB TITLE	
ADDRESS	CITY	STATE	ZIP
STARTING DATE	LEAVING DATE	WEEKLY STARTING SALARY	WEEKLY FINAL SALARY
NAME OF SUPERVISOR	TITLE	PHONE	CONTACT SUPERVISOR?
			☐ Yes ☐ No
DESCRIPTION OF WORK		REASON FOR LEAVING	

02 PREVIOUS EMPLOYER

EMPLOYER NAME		JOB TITLE	
ADDRESS	CITY	STATE	ZIP
STARTING DATE	LEAVING DATE	WEEKLY STARTING SALARY	WEEKLY FINAL SALARY
NAME OF SUPERVISOR	TITLE	PHONE	CONTACT SUPERVISOR?
			☐ Yes ☐ No
DESCRIPTION OF WORK		REASON FOR LEAVING	

03 PREVIOUS EMPLOYER

EMPLOYER NAME		JOB TITLE	
ADDRESS	CITY	STATE	ZIP
STARTING DATE	LEAVING DATE	WEEKLY STARTING SALARY	WEEKLY FINAL SALARY
NAME OF SUPERVISOR	TITLE	PHONE	CONTACT SUPERVISOR?
			☐ Yes ☐ No
DESCRIPTION OF WORK		REASON FOR LEAVING	



EMPLOYMENT APPLICATION

Skills, references, service record & authorization

05 GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL TRAINING

SPECIAL SKILLS

06 REFERENCES

Give the names of three persons you are not related to, whom you have known at least one year.

1. NAME

ADDRESS

BUSINESS

YEARS ACQUAINTED

2. NAME

ADDRESS

BUSINESS

YEARS ACQUAINTED

3. NAME

ADDRESS

BUSINESS

YEARS ACQUAINTED

07 SERVICE RECORD

BRANCH OF SERVICE

DISCHARGE DATE

RANK

SERVICE RECORD

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?

☐ Yes ☐ No

IF YES, EXPLAIN. (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)

08 AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

DATE

SIGNATURE



EMPLOYMENT APPLICATION

For interviewer's use only | Applicants: do not write on this page

09 INTERVIEW NOTES

INTERVIEW 01

INTERVIEWED BY

DATE

COMMENTS

INTERVIEW 02

INTERVIEWED BY

DATE

COMMENTS

INTERVIEW 03

INTERVIEWED BY

DATE

COMMENTS

10 HIRING & APPROVALS

HIRED (DATE)

FOR DEPT.

FOR POSITION

SALARY / WAGES

WILL REPORT

APPROVED 1 - EMPLOYMENT MANAGER

DATE

APPROVED 2 - DEPARTMENT MANAGER

DATE

APPROVED 3 - GENERAL MANAGER

DATE

Interviewer: The additional information that may be necessary to complete an applicant's record can be obtained after hiring, during a POST HIRING INTERVIEW. Adams Form No. 9287 Employee's Record File contains a section for this purpose, while also serving as a means for up-to-date recording of employment status changes and for holding all employment forms.

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