

# PRE-EMPLOYMENT SCREENING



Office use only

Date Applied	_____
Position	_____
Salary Desired	_____
Date to Begin	_____
Hours Preferred	PT <input type="checkbox"/> FT <input type="checkbox"/>

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

## PERSONAL INFORMATION

Name	Last	First	Middle	Email:
Home Phone				Work Phone
<b>Please list below your current address and your two other most recent addresses:</b>				
Current	Street	City	State	Zip      Since (Mo/Yr)
Street	City	State	Zip	Since (Mo/Yr)
Street	City	State	Zip	Since (Mo/Yr)

## EDUCATION

High School Attended	City, County & State	Did you earn a Diploma?
Undergraduate College Attended	City, State	Areas of Study      Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study      Degree/Certificate/Diploma
Trade, Business or Other School	City, State	Areas of Study      Degree/Certificate/Diploma

## EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Compensation: \$
Do You Prefer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Can You Work: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	

**Please answer all the following questions. When necessary, note question number and use an extra paper to provide explanations:**

- 1) Are you at least 18 years of age and legally eligible for work in the United States?       YES       NO
- 2) Will you work overtime when necessary?  YES       NO
- 3) Are you on layoff and subject to recall?    YES       NO
- 4) Are you currently bound by a noncompetition or trade secret agreement? (If yes, please explain)    YES       NO
- 5) Have you ever been discharged or asked to resign from a job? (If yes, please explain)       YES       NO
- 6) Have you ever been convicted of, pled guilty or nolo contendere to, or had deferred adjudication for a felony or other crime? (If yes, please explain. Conviction may not necessarily disqualify an applicant from employment.)

## EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER?       YES       NO

**Please list below your last three employers beginning with the most recent:**

<b>Most Recent Employer</b>	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving			

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<b>Next Most Recent Employer</b>	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving			

  

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## JOB-RELATED SKILLS

- Please answer the following questions if the position you are applying for requires driving a motor vehicle:**
1. Do you have a valid driver's license?     YES     NO  
(If YES: State & Driver's License Number) \_\_\_\_\_ Date of Issue: \_\_\_\_\_
  2. Type of license:     Class A     Class B     Class C
  3. Have you been convicted of or pled guilty to any traffic-related offense within the past five years?     YES     NO
  4. Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?  
 YES     NO
  5. Please list all states from which you hold or have held a driver's license:

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

- 1.
- 2.

## APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the investigation by the company of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. *I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.*
4. I UNDERSTAND THAT THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment.
5. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
6. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

\_\_\_\_\_

Signature Date