# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONAL INFORMATION  NAME | | | | | | | | | | | | DATE | |
| SOCIAL SECURITY  NUMBER **OMIT** | |
| LAST FIRST MIDDLE | | | | | | | | | | | | | |
| PRESENT ADDRESS | | | | | | | | | | | | | |
| STREET CITY STATE ZIP | | | | | | | | | | | | | |
| PERMANENT ADDRESS | | | | | | | | | | | | | |
| STREET CITY STATE ZIP | | | | | | | | | | | | | |
| PHONE NO. | | | DRIVERS LICENSE NUMBER AND STATE: | | | | | | | | | ARE YOU 18 YEARS OR OLDER? YES  NO | |
| ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  YES  NO | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| EMPLOYMENT DESIRED | | | | | | | | | | | | | |
| POSITION | | | | | | | DATE YOU  CAN START | | | | | | SALARY  DESIRED |
| ARE YOU EMPLOYED NOW? YES  NO | | | | | | | IS SO, MAY WE INQUIRE  OF YOUR PRESENT EMPLOYER? | | | | | | |
| EVER APPLIED TO THIS COMPANY BEFORE? | | | | | | | WHERE? | | | | WHEN? | | |
| REFERRED BY | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| EDUCATION | | NAME AND LOCATION OF SCHOOL | | | | NO OF/  YEARS  ATTENDED | | | | DID YOU  GRADUATE? | | | SUBJECTS STUDIED |
| GRAMMAR SCHOOL | |  | | | |  | | | |  | | |  |
| HIGH SCHOOL | |  | | | |  | | | |  | | |  |
| COLLEGE | |  | | | |  | | | |  | | |  |
| TRADE, BUSINESS OR  CORRESPONDENCE  SCHOOL | |  | | | |  | | | |  | | |  |
|  | | | | | | | | | | | | | |
| GENERAL  SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| SPECIAL SKILLS | | | | | | | | | | | | | |
| ACTIVITIES: (CIVIC, ATHLETIC, ETC.) | | | | | | | | | | | | | |
| EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATE THE RACE, CREED, SEx, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS. | | | | | | | | | | | | | |
| U.S. MILITARY OR  NAVAL SERVICE | | | | RANK | | | | PRESENT MEMBERSHIP IN  NATIONAL GUARD OR RESERVES | | | | |  |
| FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST.) | | | | | | | | | | | | | |
| DATE  MONTH AND YEAR | NAME AND ADDRESS OF EMPLOYER | | | | SALARY | | | | POSITION | | | | REASON FOR LEAVING |
| FROM  TO |  | | | |  | | | |  | | | |  |
| FROM  TO |  | | | |  | | | |  | | | |  |
| FROM  TO |  | | | |  | | | |  | | | |  |
| FROM  TO |  | | | |  | | | |  | | | |  |
| WHICH OF THESE JOBS DID YOU LIKE BEST? | | | | | | | | | | | | | |
| WHAT DID YOU LIKE MOST ABOUT THIS JOB? | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR. | | | | |
| NAME | ADDRESS | BUSINESS | PHONE NUMBER | YEARS ACQUAINTED |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| IN CASE OF EMERGENCY NOTIFY |  |  |  |  |
|  | NAME | ADDRESS | PHONE NUMBER | RELATION |

**SEE NEXT PAGE**

|  |  |
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| “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. I HEREBY AUTHORIZE UNITED MECHANICAL CORPORATION TO OBTAIN ANY AND ALL BACKGROUND INFORMATION RELATED TO MY EMPLOYMENT. THIS INFORMATION WILL INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL RECORDS, CREDIT HISTORY, EMPLOYMENT VERIFICATION, DRIVING RECORD, AND SOCIAL SECURITY NUMBER VERIFICATION. 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 EITHER 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 THAN 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 |