

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

Date: _____

PERSONAL INFORMATION

Name: _____ Social Security #: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip: _____ Phone: _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Have you ever declared bankruptcy? Yes No

EMPLOYMENT DESIRED

Position: _____ Location: _____ Salary: _____ Date Available: _____

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

Referred by: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	COURSE OF STUDY / DEGREE
HIGH SCHOOL				
COLLEGE				
TRADE, TECHNICAL, OTHER SCHOOL				

MILITARY EXPERIENCE

Branch of Service: _____ From: _____ To: _____

Rank/Type of Service: _____

Special Training/Experience: _____

EMPLOYMENT RECORD: (List below your last three employers, starting with last one first.)

Employer: _____ Telephone: _____
Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

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Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

REFERENCES: (Give the names of three persons not related to you, at least two of which are work-related.)

	Name	Occupation	Years Known	Contact Information
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

STATEMENT: (Please read this statement carefully before signing this application.)

I understand that employment with Page & Jones, Inc. is at-will, meaning that I or Page & Jones, Inc. may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Page & Jones, Inc. to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Page & Jones, Inc., and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that Page & Jones, Inc. requires the successful completion of a drug and/or alcohol test as a condition of employment.

I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ **Date Signed:** _____