

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

Date _____

Name (Last Name First) _____ Soc. Sec. No. _____

Address _____

Telephone Number _____

What kind of work are you applying or? _____

What special qualifications do you have? _____

What office machines can you operate? _____

Are you 18 years or older? Yes _____ No _____

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes _____ No _____

EDUCATION

| SCHOOL | NO. OF YEARS ATTENDED | NAME OF SCHOOL | CITY | COURSE | DID YOU GRADUATE? |
|------------|-----------------------|----------------|------|--------|-------------------|
| ELEMENTARY | | | | | |
| HIGH | | | | | |
| COLLEGE | | | | | |
| OTHER | | | | | |

The Age Discrimination Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

EXPERIENCE

| NAME & ADDRESS OF COMPANY | DATE | | LIST YOUR DUTIES | STARTING SALARY | FINAL SALARY | REASON FOR LEAVING |
|---------------------------|------|----|------------------|-----------------|--------------|--------------------|
| | FROM | TO | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

BUSINESS REFERENCES

| NAME | ADDRESS | PHONE NUMBER | OCCUPATION |
|------|---------|--------------|------------|
| | | | |
| | | | |