



APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

DATE OF APPLICATION: _____

PERSONAL INFORMATION

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____

CELL PHONE NO. HOME PHONE NO. ARE YOU 18 YEARS OR OLDER? **Y** **N**

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? **Y** **N**

EMPLOYMENT DESIRED

POSITION: DATE YOU CAN START: SALARY DESIRED:

ARE YOU CURRENTLY EMPLOYED? **Y** **N** MAY WE CALL YOUR CURRENT EMPLOYER? **Y** **N**

EVER APPLIED TO DALTON INDUSTRIES BEFORE? **Y** **N** WHEN?

REFERRED BY: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECT(S) STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE OR BUSINESS SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL SKILLS: _____

ACTIVITIES: _____

U.S. MILITARY OR NAVAL SERVICE: RANK: PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES:

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT)

DATE: MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
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 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR

NAME	PHONE NUMBER / LOCATION	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

*IN CASE OF EMERGENCY, NOTIFY:

RELATIONSHIP TO YOU:

EMERGENCY CONTACT PHONE NUMBER:

ADDRESS:

"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 EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY RULES AND REGULATIONS AND A PRE-EMPLOYMENT CRIMINAL BACKGROUND CHECK, 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 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:

***** FOR OFFICE USE ONLY - APPLICANT NOT TO WRITE BELOW THIS LINE *****

INTERVIEWED BY:

DATE:

REMARKS:

ABILITY:

HIRED: **Y** **N**

POSITION:

DEPARTMENT:

SALARY/WAGE:

DATE REPORTING TO WORK:

APPROVED: 1.

2.

DEPARTMENT HEAD

GENERAL MANAGER