



Pre-Employment Questionnaire

Date _____

Personal Information

Name _____ SSN _____

Address _____ Phone Number _____

City _____ State _____ Zip _____ Referred By _____

Employment Desired

Position _____ Date Available _____ Salary Desired _____

Are you currently employed? If yes, may we contact your current employer?

Education

Type of School	Name and Location of School (City, State)	Years Attended (From - Until)	Did you graduate? (Yes / No)	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

Special Courses,
Seminars, etc _____

US Military Service _____ Rank _____

If applying for a machinist position:

What machine(s) do you feel qualified to operate? Underline one machine you feel your skill is highest on:

At your last job, what machine did you run most often? _____

If applying for an office position:

What software applications are you proficient in?

Pre-Employment Questionnaire (cont.)

Physical Record

Do you have any physical conditions that could preclude you from performing any work for which you are being considered? YES / NO

If YES, please explain: _____

In case of an emergency, please notify: _____

Name & Relationship

Address

Phone

Employment History

Dates Employed (From - Until)	Name and Address of Employer (City, State)	Salary (Starting / Ending)	Position / Title	Reason for Leaving

Professional References

Supervisor Name	Company	Phone Number	May we contact?

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may be grounds for my dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from any and all liability for any damage that may result from utilization of such information.

Employment at Will:

I also agree that unless specifically stated in writing and signed by both me and an authorized officer of the company, subject to controlling law, any employment granted to me is at will and for an indefinite term, and that such employment may be terminated at any time (subject to such requirements as to notice may be applicable) either by me or by the company, for any reason whatsoever, and I hereby waive and disclaim any express or implied covenants to the contrary.

Signature _____

Date _____