

Application for Employment
(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

Date _____

Name _____ Social Security Number _____

LAST FIRST MIDDLE

Present Address _____

STREET CITY STATE ZIP

Permanent Address _____

STREET CITY STATE ZIP

Phone No. _____ 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? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

Referred By _____

EDUCATION	Name & Location of School	No. of years attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Do you have restaurant experience? _____ Have operated a cash register? _____

Have cooking experience? _____

Special Skills _____

Activities (Civic, Athletic, Etc.) _____

EXCLUDE ORGANIZATIONS, THE NAME WHICH INDICATES RACE, CREED, SEX, AGE MARITAL STATUS, COLOR, OR NATION OF ORIGIN OF ITS MEMBERS.

Present Membership in National Guard or Reserves

FORMER EMPLOYERS (List below the last three employers, starting with the last one first.)

DATE Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
To From				
To From				
To From				
To From				

Which of these jobs did you like best?

What did you like most about this job?

REFERENCES

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

The following applies in: Maryland & Massachusetts. (Fill in name of state.)

It is unlawful in the state of _____ to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties or civil liability.

Signature of Applicant

**In Case of
Emergency Notify**

Name

Address

Phone No.

“I certify that all the information submitted by me of this application is true and complete, and I understand that if any information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

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 _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks _____

Neatness _____ Ability _____

Hired Yes No Position _____ Department _____

Salary/Wage _____ Date Reporting to Work _____

Approved 1. _____ 2. _____ 3. _____

Employment Manager

Department Head

General Manager