



APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Our company is an equal opportunity employer. It is the policy of this company to consider all job applications on the basis of merit without regard to race, color, religion, sex, pregnancy, age, national origin, ancestry, marital status, veteran status, disability, medical condition, sexual orientation or any other protected characteristic.

PERSONAL INFORMATION

DATE _____

| | | |
|---|--------|--|
| Last Name: | First: | Middle: |
| Social Security #: | - | - |
| Contact Number: | () | - |
| Current Address: | | |
| City: | State: | Zip Code: |
| Referred By: | | |
| Are you legally eligible for employment in the United States? | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

EMPLOYMENT DESIRED

| | |
|--|--|
| Position desired: | Salary desired: |
| When will you be available to begin work? | |
| Are you available for full-time work? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If not, what hours can you work? | |
| | Mon Tues Wed Thurs Fri Sat |
| From: | |
| To: | |
| Are you available to work overtime, if needed? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you currently employed? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever applied to this company before? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If so, what position and when? | |

EDUCATION

| | Name and Location of School | Course of Study | Dates Attended | Graduated | Degree/Diploma |
|-------------------------------------|-----------------------------|-----------------|----------------|------------------------------|----------------|
| High School | | | | Yes <input type="checkbox"/> | |
| | | | | No <input type="checkbox"/> | |
| Business, Trade or Technical School | | | | Yes <input type="checkbox"/> | |
| | | | | No <input type="checkbox"/> | |
| College | | | | Yes <input type="checkbox"/> | |
| | | | | No <input type="checkbox"/> | |
| Graduate | | | | Yes <input type="checkbox"/> | |
| | | | | No <input type="checkbox"/> | |

GENERAL INFORMATION

Please list any special skills, languages spoken, training received or memberships in professional organizations that are relevant to the desired position.

1. _____
2. _____
3. _____
4. _____

Please list any relatives or friends that are currently working for us.

- | | |
|----------------|---------------------|
| 1. Name: _____ | Relationship: _____ |
| 2. Name: _____ | Relationship: _____ |
| 3. Name: _____ | Relationship: _____ |
| 4. Name: _____ | Relationship: _____ |

CRIMINAL HISTORY

Only report those convictions that have taken place in the past seven (7) years. Furthermore, please note that no applicant will be denied employment solely on the grounds that they have been charged, committed, or convicted of (or pleaded guilty or no contest to) a criminal offense; or, solely on an affirmative answer. The nature, date, surrounding circumstances and relevance of the offence to the position(s) applied for will be considered.

Have you ever been convicted of a crime, excluding misdemeanors and summary offences, which have not been annulled, expunged or sealed by a court? Yes No

If yes, describe in full: _____

MILITARY HISTORY

Did/do you serve in the U.S. Armed Forces? Yes No

If so, what Branch? _____ | Rank? _____

Describe any training received relevant to the position for which you are applying: _____

FORMER EMPLOYERS

List your last four employers, starting with the most recent

1. Name of Employer:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Phone #: (_____) _____ - _____ | Supervisor: _____

Employed from: _____ / _____ / _____ | To: _____ / _____ / _____ | Starting salary: _____ | Ending salary: _____

Title: _____

Describe job duties: _____

May we contact this employer? Yes No

Reason for leaving: _____

2. Name of Employer:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Phone #: (_____) _____ - _____ | Supervisor: _____

Employed from: _____ / _____ / _____ | To: _____ / _____ / _____ | Starting salary: _____ | Ending salary: _____

Title: _____

Describe job duties: _____

May we contact this employer? Yes No

Reason for leaving: _____

3. Name of Employer:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Phone #: (_____) _____ - _____ | Supervisor: _____

Employed from: _____ / _____ / _____ | To: _____ / _____ / _____ | Starting salary: _____ | Ending salary: _____

Title: _____

Describe job duties: _____

May we contact this employer? Yes No

Reason for leaving: _____

4. Name of Employer:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Phone #: (_____) _____ - _____ | Supervisor: _____

Employed from: _____ / _____ / _____ | To: _____ / _____ / _____ | Starting salary: _____ | Ending salary: _____

Title: _____

Describe job duties: _____

May we contact this employer? Yes No

Reason for leaving: _____

PROFESSIONAL REFERENCES

Do not include family members or former supervisors

1. Name:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Contact Number: (_____) - _____ | Number of years known: _____

Relationship: _____

2. Name:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Contact Number: (_____) - _____ | Number of years known: _____

Relationship: _____

3. Name:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Contact Number: (_____) - _____ | Number of years known: _____

Relationship: _____

4. Name:

Address: _____ | City: _____ | State: _____ | Zip Code: _____

Contact Number: (_____) - _____ | Number of years known: _____

Relationship: _____

AUTHORIZATION

“I certify that the information provided in this application for employment is true, correct and complete. I understand that, if employed, any misstatements or omissions of fact on this application may result in my dismissal. I authorize the investigation of all statements contained herein, and the references and employers listed above may give unto you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I also release the company from all liability for any damage that may result from the utilization of such information. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future”.

Date _____ Applicant's Signature _____

Date _____ Interviewed by _____

-----DO NOT WRITE BELOW THIS LINE-----
FOR OFFICE USE ONLY

REMARKS

| | |
|--------------|-----------------|
| | |
| | |
| | |
| | |
| | |
| Neatness: | Character: |
| Personality: | Ability: |
| Position: | |
| For Depart: | Will report to: |
| Hired: | Salary: |

APPROVED BY

Date _____

Office Manager _____

Date _____

Doctor _____