

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER  
DATE: \_\_\_\_\_

## Personal Details (please print this section)

NAME (last name first)	Social security number
Present Address	Permanent Address
City, State	City, State
Post Code	Post Code
Telephone	Telephone
Email	Email
Referred by:	

**Position** \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you employed? **YES** **NO** If so, may we inquire of your present employer? **YES** **NO**

Ever applied here before? **YES** **NO** WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

## Education - Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications etc.** held or currently studies for, whether at first degree or postgraduate level. **List most recent first.**

From - To month / year	Name and location of school	Did you graduate? Degree achieved	Subject studied

## Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and not what you achieved.

From - To month / year		Employer name / address / phone	Job Title and Responsibilities Salary	Reasons for leaving

## Personal Interests and Achievements

Use the space below to describe **with dates (year)** any spare-time activities. Include organising, leading or group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

## Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application.

Where did you hear of us or see an advertisement for employment?

## Specific Skills

1. List any continuing education certifications and specialities.

## Career Choice

Explain why you have applied for the job function (s) that you noted on the first page. Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences). Emphasise why you consider yourself to be a strong candidate.

## Referees

<b>Academic Referee</b>	<b>Other Referee</b>
Name:	Name:
Position:	Position:
Address:	Address:
Telephone:	Telephone:

## Availability

Please give any dates when you are **not** available for interview.      Please give date from which you **are** available for employment

## Authorization

"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 shall be grounds for 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 all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Signed:

Name (please print)

Date: