



APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

REFERRED BY _____

DATE _____

PERSONAL INFORMATION

NAME (LAST NAME, FIRST NAME) _____

PHONE NO. _____

SSN _____

PRESENT ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

PERMANENT ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

EMPLOYMENT DESIRED

POSITION _____

DATE YOU CAN START _____

SALARY DESIRED _____

ARE YOU CURRENTLY EMPLOYED? YES
NO

YES
NO

IF YES, MAY WE CONTACT YOUR CURRENT EMPLOYER?

YES
NO

HAVE YOU APPLIED HERE BEFORE?

YES
NO

IF YES, WHEN?

WHERE _____

EDUCATION HISTORY

| | SCHOOL NAME & LOCATION | YEARS ATTENDED | DID YOU GRADUATE? | | SUBJECT STUDIED |
|-------------|------------------------|----------------|-------------------|----|-----------------|
| HIGH SCHOOL | _____ | _____ | YES | NO | _____ |
| TRADE/OTHER | _____ | _____ | YES | NO | _____ |
| COLLEGE | _____ | _____ | YES | NO | _____ |

GENERAL INFORMATION

SUBJECT OR SPECIAL STUDIES, TRAINING, OR SKILLS

U.S. MILITARY OR NAVAL EXPERIENCE ? YES NO RANK _____

CONTINUE ON THE OTHER SIDE

FORMER EMPLOYERS

LIST LAST 4 EMPLOYERS, STARTING WITH THE LAST ONE FIRST

| DATE MONTH & YEAR | EMPLOYER NAME& ADDRESS | SALARY | POSITION | REASON FOR LEAVING |
|--------------------------|----------------------------|--------|----------|--------------------|
| START _____ END _____ | NAME _____ PH NO. _____ | _____ | _____ | _____ |
| START _____ END _____ | NAME _____ PH NO. _____ | _____ | _____ | _____ |
| START _____ END _____ | NAME _____ PH NO. _____ | _____ | _____ | _____ |
| START _____ END _____ | NAME _____ PH NO. _____ | _____ | _____ | _____ |

REFERENCES

GIVE NAMES OF 3 PEOPLE NOT RELATED TO YOU AND WHOM YOU'VE KNOWN FOR AT LEAST A YEAR

| NAME | PHONE NO. | BUSINESS | YEARS KNOWN |
|-------|-----------|----------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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."

| DATE | SIGNATURE | INTERVIEWED BY | DATE |
|-------|-----------|----------------|-------|
| _____ | _____ | _____ | _____ |

DO NOT WRITE BELOW THIS LINE

REMARKS

| NEATNESS | CHARACTER | PERSONALITY | ABILITY | |
|----------|-----------|-------------|-----------|-------|
| _____ | _____ | _____ | _____ | |
| HIRED | FOR DEPT. | POSITION | REPORT TO | WAGES |
| _____ | _____ | _____ | _____ | _____ |
| APPROVED | YES | NO | DH | GM |
| _____ | _____ | _____ | _____ | _____ |

PLEASE SUBMIT COMPLETED APPLICATION TO CAREERS@CGJ.COM