

# **NITTY GRITTY APPLICATION FOR EMPLOYMENT**

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## **PERSONAL INFORMATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE # \_\_\_\_\_ 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(S) APPLYING FOR \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_

DESIRED SALARY \_\_\_\_\_ ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE CONTACT THEM? \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE POSITION \_\_\_\_\_

## **EMPLOYMENT HISTORY**

| DATE EMPLOYED | NAME OF EMPLOYER<br>ADDRESS OF EMPLOYER | PAY RATE/<br>SALARY | YOUR JOB<br>TITLE | REASON(S) FOR LEAVING |
|---------------|---|---------------------|-------------------|-----------------------|
| FROM<br>TO    |   |                     |                   |                       |
| FROM<br>TO    |   |                     |                   |                       |
| FROM<br>TO    |   |                     |                   |                       |
| FROM<br>TO    |   |                     |                   |                       |

WHICH OF THESE JOBS DID YOU ENJOY THE MOST? \_\_\_\_\_

WHAT DID YOU LIKE MOST ABOUT THIS JOB? \_\_\_\_\_

## **WORK REFERENCES**

| BUSINESS NAME | ADDRESS | SUPERVISOR/CONTACT | PHONE # |
|---------------|---------|--------------------|---------|
|               |         |                    |         |
|               |         |                    |         |
|               |         |                    |         |

## **PERSONAL REFERENCES**

| NAME | RELATIONSHIP TO APPLICANT | HOW LONG HAVE THEY KNOWN | PHONE # |
|------|---------------------------|--------------------------|---------|
|      |                           |                          |         |
|      |                           |                          |         |

## **GENERAL INFORMATION**

U.S. MILITARY OR NAVAL SERVICE \_\_\_\_\_ RANK \_\_\_\_\_

PRESENT MEMBERSHIP IN NATIONAL GUARD OR SERVICES \_\_\_\_\_

(OVER PLEASE)

**EDUCATION**

| LEVEL                            | NAME & LOCATION OF SCHOOL | # OF YEARS ATTENDED | DID YOU GRADUATE | MAJOR COURSE OF STUDY |
|----------------------------------|---------------------------|---------------------|------------------|-----------------------|
| HIGH SCHOOL OR G.E.D. EQUIVALENT |                           |                     |                  |                       |
| COLLEGE OR UNIVERSITY            |                           |                     |                  |                       |
| TRADE OR BUSINESS SCHOOL         |                           |                     |                  |                       |

OTHER TRAINING, COURSE WORK, OR CERTIFICATION THAT WOULD BE RELEVANT TO THE POSITION YOU ARE APPLYING FOR \_\_\_\_\_

**CURRENT SEMESTER CLASS SCHEDULE**

| TIME  | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------|--------|---------|-----------|----------|--------|
| 7:45  |        |         |           |          |        |
| 8:50  |        |         |           |          |        |
| 9:55  |        |         |           |          |        |
| 11:00 |        |         |           |          |        |
| 12:05 |        |         |           |          |        |
| 1:20  |        |         |           |          |        |
| 2:25  |        |         |           |          |        |
| 3:30  |        |         |           |          |        |
| 4:35  |        |         |           |          |        |
| 5:40  |        |         |           |          |        |
| OTHER |        |         |           |          |        |

ANY OTHER SCHEDULING ISSUES WE SHOULD KNOW ABOUT?

\_\_\_\_\_

\_\_\_\_\_

IN CASE OF EMERGENCY \_\_\_\_\_

NAME ADDRESS PHONE #

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE 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 COMPANIES 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."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_