

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE — PLEASE PRINT)

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, PHYSICAL OR MENTAL DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS.

LAST NAME	FIRST	MIDDLE	DATE OF APPLICATION	
PRESENT ADDRESS - STREET		CITY	STATE	ZIP
PERMANENT ADDRESS - STREET		CITY	STATE	ZIP
PHONE NUMBER(S)			SOCIAL SECURITY NUMBER	

LAST NAME
FIRST
MIDDLE

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS AREA UNLESS THE EMPLOYER HAS CHECKED THE APPROPRIATE BOX, THUS INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONAFIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

ARE YOU A U.S. CITIZEN? YES ___ NO ___

HEIGHT ___ FEET ___ INCHES

DATE OF BIRTH _____ WEIGHT ___ LBS.
(THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE.)

FOREIGN LANGUAGES YOU SPEAK FLUENTLY _____ READ ___ WRITE ___

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR WITHIN THE LAST 5 YEARS? YES NO
(CRIMINAL CONVICTIONS ARE NOT AN ABSOLUTE BAR TO EMPLOYMENT, BUT WILL BE CONSIDERED ONLY IN RELATION TO SPECIFIC JOB REQUIREMENTS)

IF YES, PLEASE DESCRIBE: _____

I AGREE THAT IF I AM OFFERED A POSITION I WILL SUBMIT TO A PHYSICAL EXAMINATION LIKE ALL OTHERS OFFERED SUCH JOB. I HAVE BEEN INFORMED THAT THE RESULTS OF SUCH EXAMINATION WILL NOT BE MAINTAINED IN MY PERSONNEL FILE.

DATE _____ SIGNATURE _____

POSITION DESIRED _____ FULL TIME PART TIME
 SHIFT WORK TEMPORARY

DATE YOU CAN START	SALARY DESIRED	ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	MAY WE CONTACT YOUR EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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HAVE YOU APPLIED TO US BEFORE?
 YES NO IF YES, GIVE DATE _____

IN CASE OF EMERGENCY NOTIFY:	NAME	ADDRESS	PHONE
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EDUCATION	SCHOOL NAME AND LOCATION	YRS. COMPLETED	DIPLOMA/DEGREE	SUBJECTS STUDIED
ELEMENTARY				
HIGH SCHOOL				
COLLEGE				
TRADE OR BUSINESS SCHOOL				
OTHER				

LIST ANY SPECIAL HONORS YOU HAVE RECEIVED.

NOTE ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

EMPLOYMENT EXPERIENCE - Start With Your Present or Last Job

DATE EMPLOYED		NAME AND ADDRESS OF EMPLOYER	SALARY		POSITION	REASON FOR LEAVING
FROM	TO		STARTING	ENDING		

REFERENCES - List Three Persons Who Are Not Related To You And Are Not Previous Employers

	NAME	ADDRESS	PHONE NO.	BUSINESS	YRS. ACQUAINTED
1					
2					
3					

ARE YOU CAPABLE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THIS POSITION AS THEY HAVE BEEN OUTLINED TO YOU? YES NO
 IF NOT, YOU SHOULD ADVISE US WHAT FUNCTION OR FUNCTIONS YOU CANNOT PERFORM AND WHETHER YOU BELIEVE YOU REQUIRE AN ACCOMMODATION IN ORDER TO PERFORM THE FUNCTION(S).

"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 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 ALL PARTIES FROM ALL LIABILITY FROM ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.
 I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE."

DATE _____ SIGNATURE _____
DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY		DATE
HIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION	DEPT.
SALARY/WAGE		DATE REPORTING TO WORK
APPROVED BY:	TITLE	DATE

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. Burkhardt's assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.