

**APPLICATION FOR EMPLOYMENT**  
**(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)**

**PERSONAL INFORMATION**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
LAST FIRST MIDDLE

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

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

PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ 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 \_\_\_\_\_

DO YOU REQUIRE REASONABLE ACCOMMODATIONS FOR THE POSITION IN WHICH YOU ARE APPLYING? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YES, WHAT ACCOMMODATIONS ARE REQUIRED: \_\_\_\_\_

DO YOU CURRENTLY POSSESS A VALID DRIVERS LICENSE OF AT LEAST THREE YEARS? Yes \_\_\_\_\_ No \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? (OTHER THAN A TRAFFIC VIOLATION) Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? Yes \_\_\_\_\_ No \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REFERRED BY ? \_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECT STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

ABILITY TO SPEAK, READ OR COMMUNICATE IN ANOTHER LANGUAGE OTHER THAN ENGLISH \_\_\_\_\_

U.S. MILITARY SERVICE \_\_\_\_\_ DISCHARGE DATE \_\_\_\_\_ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES \_\_\_\_\_

(CONTINUED ON OTHER SIDE)

**JOB EXPERIENCES**

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

WHICH OF THESE JOBS DID YOU LIKE BEST? \_\_\_\_\_

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

**PROFESSIONAL REFERENCES:** GIVE THE NAMES OF THREE CURRENT OR PREVIOUS SUPERVISORS OR CO-WORKERS WHOM YOU HAVE WORKED FOR AND/OR WITH FOR AT LEAST ONE YEAR. PROFESSIONAL REFERENCES CAN BE A DEPARTMENT HEAD, CO-WORKER, ETC.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

**IN CASE OF EMERGENCY**

NOTIFY: \_\_\_\_\_  
NAME ADDRESS RELATIONSHIP TO APPLICANT PHONE NO.

“I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, commissions, 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 company’s 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. I understand that no company representative, other than its President/CEO, and then only when in writing and signed by the President/CEO, has any authority to enter into any agreement for any specific period of time, or to make any agreement contrary to the foregoing”

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

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS: \_\_\_\_\_

HIRED:  Yes \_\_\_\_\_  No \_\_\_\_\_ POSITION \_\_\_\_\_ DEPT. \_\_\_\_\_

SALARY/HOURLY WAGE: \_\_\_\_\_

Please Mail application to:

Jason Lane, Career Opportunity Development, Inc., 901 Atlantic Ave, Egg Harbor City, NJ 08215 or fax to 609 965-6561.