

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (      )	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

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

**References** Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	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 make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I authorize, Tabor Landscaping and Garden Center Inc. ("proposed employer"), investigation of my Police Record including but not limited to any criminal charges and traffic offenses brought against me by any party, government agency, police department, or prosecutor, since the time I reached (18) years of age. I authorize such parties and agencies to release my records to my prospective.

I further recognize that such investigation is contingent upon my hire and release my prospective employer from all liabilities from any damage that may result from the utilization of such information.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws"

Date \_\_\_\_\_ Signature \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

**Remarks**


Neatness		Character		
Personality		Ability		
Hired	For Dept.	Position	Start	Wage

## Application for Employment

Has your former employment, references, education or military service been under any other name other than indicated? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate name \_\_\_\_\_ and dates used \_\_\_\_\_

Have you ever been dismissed or asked to resign from a place of employment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_

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Have you ever been convicted of any criminal offense other than a minor traffic violation? (Conviction records are not necessarily a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_

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## DISCLOSURE AND CONSENT REGARDING CONSUMER REPORTS

In connection with my application for employment (including contract for services) with you, I understand that investigative background inquiries are to be made concerning myself including consumer reports, investigative consumer reports, criminal, driving and other reports. These reports may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, and experience along with reasons for termination of past employment from previous employers. I have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as neighbors, friends, or associates.

I authorize, without reservation, any party or agency contacted by this employer or its agent to furnish the above mentioned information:

Print Full Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB\*\* \_\_\_\_\_

Current Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Prospective Employer \_\_\_\_\_

\*\*Date of Birth is being requested in order to obtain accurate retrieval of records.

Information in this document is intended only as a service to inform or be educational in nature. Nothing herein should ever be construed as legal advice or opinion, nor as the offer of such.