

Application For Employment

Pre-Employment Questionnaire
Equal Opportunity Employer

Personal Information

Name (Last Name First)		Social Security No.	
		-	-
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Phone No.	Alt. No.	Referred By	
()	()		

Convicted of a Felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Explain:

Do you have a valid Virginia Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Highest Level of Education (Please Circle)

GED High School Some College Associate Degree _____ Bachelor's Degree _____
(Specify) (Specify)

Trade School (Field of Study) _____

Former Employers

(List below last four employers, starting with last one first.)

Date (Month/Year)	Name/Address of Employer	Salary	Position	Reason for leaving
From	Business _____ Address _____			-----
To	Supervisor _____ Phone # _____			-----
From	Business _____ Address _____			-----
To	Supervisor _____ Phone # _____			-----
From	Business _____ Address _____			-----
To	Supervisor _____ Phone # _____			-----
From	Business _____ Address _____			-----
To	Supervisor _____ Phone # _____			-----

Work Related References

Name	Title	Business	Phone #	Years Known

Employment-At-Will Statement

Drying Solutions Incorporated is an employment-at-will company. This means that employees may terminate their employment any time and for any reason. At the same time, employees are subject to termination at any time, for any reason, with or without cause or notice.

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding. If I am 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 all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and to 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 my 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 _____

For Office Use Only

Interviewed by _____ Date _____

Remarks

Neatness		Character		
Personality		Ability		
Hired	For Dept.	Position	Will Report	Salary Wages

Approved: 1. _____ 2. _____ 3. _____
Employment Manager Dept. Head General Manager