APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONAIRE
FOLIAL OPPORTUNITY EMPLOYEE EQUAL OPPORTUNITY EMPLOYER

				DATE		
PERSONAL INFORMA				IOOOLAL OF	DUDITY/NO	
NAME (LAST NAME FI	RSI)			SOCIAL SEC	JURITY NO.	
PRESENT ADDRESS	ESENT ADDRESS CITY			STATE		ZIP CODE
PERMANENT ADDRES	RMANENT ADDRESS CITY			STATE		ZIP CODE
PHONE NO.		ı	REFERRED I	ВҮ		
EMPLOYMENT DESIR	ED		•			
POSITION				DATE AVAILABLE		SALARY DESIRED
ARE YOU YEE	S		IF SO, MAY VINQUIRE OF			
EVER APPLIED TO _ THIS COMPANY BEFO		S N	O	WHERE?		WHEN?
NAME AND LOCATION OF SCHOOL			YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED	
GRAMMAR SCHOOL						
HIGH SCHOOL						
COLLEGE						
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL						
GENERAL						
SUBJECTS OF SPECIAL	STUDY / RES	SEARCH WO	RK			
OR SPECIAL TRAINING		0271110111110				
U.S. MILITARY OR			RANK			
NAVAL SERVICE						
FORMER EMPLOYERS		STARTING WIT	TH LAST ONE FIR	RST)		
DATE MONTH AND YEAR	NAME	AND ADD	RESS OF	SALARY	POSITION	REASON FOR

DATE MONTH AND YEAR	NAME AND 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 / PHONE NUMBER	BUSINESS	YEARS KNOWN
1			
2			
3			

### **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 REPRESENTIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR 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	SIGNA	TURE			
INTERVIEWED B	Υ		D	ATE	
	DO NO	T WRITE BELC	OW THIS LINE _		
REMARKS					
NEATNESS		CHARACTI	₽		
PERSONALITY		ABILITY			
HIRED	FOR DEPT.	POSITION	WILL REPORT	.	SALARY WAGES
ΔPPR∩\/FD: 1		2	·	3	
ALLINOVED. I	EMPLOYMENT MANAGER				RAL MANAGER

THIS APPLICATION FOR EMPLOYMENT IS SOLD ONLY FOR GENERAL USE THROUGHOUT THE UNITED STATES. ADAMS ASSUMES NO RESPONSIBILITY AND HEREBY DISCLAIMS ANY LIABILITY FOR THE INCLUSION IN THIS FORM OF ANY QUESTIONS OR REQUESTS FOR INFORMATION UPON WHICH A VIOLATION OF LOCAL, STATE AND/OR FEDERAL LAW MAY BE BASED. IT IS THE USER'S RESPONSIBILITY TO ENSURE THAT THIS FORM'S USE COMPLIES WITH APPLICABLE LAWS, WHICH CHANGE FROM TIME TO TIME.



## **EQUAL EMPLOYMENT OPPORTUNITY SURVEY - APPLICANT**

NOTE TO CONTRACT/HIRING MANAGER: UPON RECEIPT OF THIS COMPLETED SURVEY FROM APPLICANT, SEPARATE SURVEY FROM APPLICATION FILE AND SEND SURVEY UNDER SEPARATE COVER TO HUMAN RESOURCES.

# THE FOLLOWING INFORMATION IS VOLUNTARY: TO ALL APPLICANTS:

Dicky Smith & Company, Inc. considers qualified applicants for employment, without regard to race, color, religion, sex, national origin, age or disability. This policy also applies to person who are veterans, disabled veterans, or veterans of the Vietnam Era. In order that we comply with Federal/State equal employment opportunity record-keeping, reporting and other legal requirements, the following is a questionnaire to be filled out by all applicants. This questionnaire will be kept in a confidential file separate from your application. This will not adversely affect your opportunity for employment.

Male	Female		
	<u>n (Not of Hispanic origin):</u> All persons Iorth Africa or the Middle East.	having origins in any of the original peo	ples of
Black of A		n): All persons having origins in any of	the black
	All persons of Mexican, Puerto Ricar origin, regardless of race.	, Cuban, Central or South American, or	other Spanish
Southeast	-	origins in any of the original people of the fic Islands. This area includes, for exama.	
American America.	Indian or Alaskan Native: All persons	s having origins in any of the original peo	ples of North
between A	August 5, 1964 and May 7, 1975, and	who served on active duty for more than who was discharged or released with other leased from active duty for a service-cort	her than a
or release capable of may, if you	ed from active duty for a service-conne of performing a particular job, with reas	any branch of the Armed Forces and water ected disability. A qualified disabled indivionable accommodation to his or her disables which could be made to enable you ely.	vidual who is ability. You
Other			
	Inc. is an Equal Opportunity Employer - We, Disability or Veteran Status.	e do not discriminate on the basis of Race, C	Color, Religion,
APPLICANT'S NAME (PF	RINT) SOCIAL SECURITY	f # APPLICANT'S SIGNATURE	DATE

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