

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

DATE _____

PERSONAL INFORMATION

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 AVAILABLE	SALARY DESIRED
ARE YOU _____ YES _____ NO EMPLOYED?	IF SO, MAY WE _____ YES _____ NO INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO _____ YES _____ NO THIS COMPANY BEFORE?	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 / 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 AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

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

_____ Caucasian (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ Black of African American (Not of Hispanic origin): All persons having origins in any of the black racial groups.

_____ Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ Asian or Pacific Islanders: All persons having origins in any of the original people of the Far East, Southeast Asia, Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

_____ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America.

_____ Veteran of the Vietnam Era: Means a person who served on active duty for more than 180 days between August 5, 1964 and May 7, 1975, and who was discharged or released with other than a dishonorable discharge or was discharged or released from active duty for a service-connected disability.

_____ Disabled Veteran: A person who has served in any branch of the Armed Forces and was discharged or released from active duty for a service-connected disability. A qualified disabled individual who is capable of performing a particular job, with reasonable accommodation to his or her disability. You may, if you wish, inform us of the accommodations which could be made to enable you to perform the job for which you have applied properly and safely.

_____ Other

Dicky Smith & Company, Inc. is an Equal Opportunity Employer - We do not discriminate on the basis of Race, Color, Religion, Sex, National Origin, Age, Disability or Veteran Status.

 APPLICANT'S NAME (PRINT) SOCIAL SECURITY # APPLICANT'S SIGNATURE DATE

REVISED 3/29/01

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