

APPLICATION FOR EMPLOYMENT – FOR USE AT THE CLARION COUNTY JOB FAIR

PRE-EMPLOYMENT QUESTIONNAIRE – MOST OF THE BUSINESSES WILL ACCEPT THIS FORM AS CONSIDERATION FOR EMPLOYMENT. OTHERS WILL REQUIRE YOU TO FILL OUT AN ADDITIONAL APPLICATION SPECIFIC TO THEIR COMPANY BEFORE AN ACTUAL HIRE TAKES PLACE.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND FULLY SUBSCRIBE TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITY. APPLICANTS AND/OR EMPLOYEES ARE CONSIDERED FOR HIRE, PROMOTION AND JOB STATUS, WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, SEX, MARITAL STATUS, NATIONAL ORIGIN, OR AGE.

PERSONAL INFORMATION:

NAME: _____ DATE OF APPLICATION: ____/____/____
LAST FIRST MIDDLE INITIAL
 PRESENT ADDRESS: _____ CITY: _____ STATE: ____ ZIP: _____

TELEPHONE: (____) _____ E-MAIL ADDRESS: _____

ARE YOU 18 YRS OR OLDER? YES: ____ NO: ____ ARE YOU A US CITIZEN? YES: ____ NO: ____

IF NO, ALIEN REGISTRATION NUMBER: _____

EMPLOYMENT DESIRED:

POSITION: _____ DATE YOU CAN START: ____/____/____

SALARY DESIRED: _____ ARE YOU EMPLOYED NOW? YES: ____ NO: ____

IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES: ____ NO: ____

EDUCATION:	NAME AND LOCATION OF SCHOOL	NUMBER OF YRS. ATTENDED	DID YOU GRADUATE?	MAJOR
HIGH SCHOOL				
COLLEGE, UNIVERSITY				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL/MILITARY SCHOOL				

GENERAL:

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL SKILLS AND/OR CERTIFICATIONS: _____

ACTIVITIES: (CIVIL, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

CURRENT AND FORMER EMPLOYMENT:
STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER LIST YOUR PAST EMPLOYMENT.

EMPLOYER 1:

NAME & ADDRESS OF EMPLOYER: _____

DATES: FROM: ____/____/____ TO: ____/____/____ SALARY: _____

DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER 2:

NAME & ADDRESS OF EMPLOYER: _____

DATES: FROM: ____/____/____ TO: ____/____/____ SALARY: _____

DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER 3:

NAME & ADDRESS OF EMPLOYER: _____

DATES: FROM: ____/____/____ TO: ____/____/____ SALARY: _____

DUTIES: _____

REASON FOR LEAVING: _____

WHICH OF THESE JOBS DID YOU LIKE BEST? : _____

WHAT DID YOU LIKE MOST ABOUT THIS JOB? : _____

REFERENCES:

LIST THREE PERSONS NOT RELATED TO YOU, WHO HAVE KNOWN YOU FOR AT LEAST ONE YEAR.

REFERENCE 1:

NAME: _____ TELEPHONE: (____) _____

ADDRESS: _____ # OF YEARS KNOWN: _____

REFERENCE 2:

NAME: _____ TELEPHONE: (____) _____

ADDRESS: _____ # OF YEARS KNOWN: _____

REFERENCE 3:

NAME: _____ TELEPHONE: (____) _____

ADDRESS: _____ # OF YEARS KNOWN: _____

READ CAREFULLY: "I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME."

SIGNATURE: _____ DATE: _____