

Allen Maintenance Inc. Employment Application

Pre-Employment Questionnaire

Equal Opportunity Employer

Date:

First, Middle, Last Name:
Address:
City, State, Zip:

Social Security #
Date of Birth:

Position desired: _____

Position:	Date You Can Start:	Salary Desired:
Are You Employed Now? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, may we inquire with your present Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Ever applied with this company Before? Yes <input type="checkbox"/> No <input type="checkbox"/>
What skills do you have to meet the position You desire to hold? Please explain:	Were you ever terminated from a job? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain reason for termination?	Do you have your own transportation? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>

Education History:

	Name & Address	Years Attended/Did You Graduate?	Subject of Study
High School:			
College:			
Trade or Business school:			

--	--	--	--

General Information:

Subject of special study/research work:
U.S. Military or Naval Service: Rank:

Former Employers (List below Last Four Former Employers, with Last Employer, First)

Employer:	Address/ City/ Zip	Position held/Salary	Reason for Leaving
Name: Start Date: End Date:	Street: City: Zip:	Salary:	
Name: Start Date: End Date:	Street: City: Zip:	Salary:	
Name: Start Date: End Date:	Street: City: Zip:	Salary:	
Name: Start Date: End Date:	Street: City: Zip:	Salary:	

References:

Name	Address	Business	Years Known
First: Last:	Street: City:		

Phone:	Zip:		
First:	Street:		
Last:	City:		
Phone:	Zip:		
First:	Street:		
Last:	City:		
Phone:	Zip:		
First:	Street:		
Last:	City:		
Phone:	Zip:		

Authorization _____

“I certify that the facts conveyed on this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be ground for dismissal.

I authorize investigation of all statements contained herein and 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 for any liability for any damage that may result from utilization of such information.

I also understand that no representative of the company has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

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.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal laws, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand a poor credit history or conviction will not automatically result in disqualification from employment.”

In compliance with federal laws, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date: _____ Signature: _____

_____ Do Not Write Below This Line _____

Date: _____ Interviewed By: _____

Remarks _____

Neatness:	Character:
Personality:	Ability:
Hired:	Start Date:
What Department:	Wages:
Position:	

Approved:

Employment Manager: _____

Department Head: _____

General Manager: _____