

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

Personal Information

Date: _____

Name: _____
(Last Name, First Name) (SOCIAL SECURITY #: ____-____-____)

Present Address: _____
(Street) (City) (State) (Zip)

Permanent Address: _____
(Street) (City) (State) (Zip)

Phone #: _____ Secondary Phone #: _____

Referred By: _____

Employment Desired

Position: _____ Date You Can Start: _____ Salary Desired: _____

_____ Employment _____ Education or Training _____ Incapacity

Are you employed now? _____ If so, may we inquire of your present employer? _____
(Yes or No) (Yes or No)

Ever applied to this company before? _____
(Yes or No) (Where?) (When?)

Educational History

High School:	_____	_____	_____	_____
	<small>(Name and Location)</small>	<small>(Years Attended)</small>	<small>(Did You Graduate?)</small>	<small>(Subjects Studied)</small>
College:	_____	_____	_____	_____
	<small>(Name and Location)</small>	<small>(Years Attended)</small>	<small>(Did You Graduate?)</small>	<small>(Subjects Studied)</small>
Trade, Business, Or Correspondence School	_____	_____	_____	_____
	<small>(Name and Location)</small>	<small>(Years Attended)</small>	<small>(Did You Graduate?)</small>	<small>(Subjects Studied)</small>

General Information

Subject of Special Study / Research Work: _____

Special Training: _____

Special Skills: _____

U.S. Military or Naval Service: _____ Rank: _____

Former Employers (List below Last four employers, starting with last one first)

_____	_____	_____	_____	_____
<small>(From-To)</small>	<small>(Name and Address of Employer)</small>	<small>(Salary)</small>	<small>(Position)</small>	<small>(Reason for Leaving)</small>
_____	_____	_____	_____	_____
<small>(From-To)</small>	<small>(Name and Address of Employer)</small>	<small>(Salary)</small>	<small>(Position)</small>	<small>(Reason for Leaving)</small>
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
<small>(From-To)</small>	<small>(Name and Address of Employer)</small>	<small>(Salary)</small>	<small>(Position)</small>	<small>(Reason for Leaving)</small>

References

Please bring References to your interview. (Name, Address, Business, Years Known - 3 References)

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 and all information concerning my previous employment and any permanent 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 representative 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.

This waiver does not permit the release or use of disability-related or medical information in 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 law, 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 that a poor credit history or conviction will not automatically result in disqualification from employment"

In compliance with federal law, 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 from upon hire.

DATE

SIGNATURE

Do Not Write Below This Line

DATE

INTERVIEWED BY

Remarks

NEATNESS:		CHARACTER:	
PERSONALITY:		ABILITY:	
HIRED:	FOR DEPT.	POSITION:	WILL REPORT: REPORT:
			SALARY WAGES:

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER

This applicatoin for employment is sold only for general use throughout the United States. TOPS 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 from's use complies with applicable laws, which change from time to time.