

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

Date \_\_\_\_\_

NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

Street

City

TELEPHONE \_\_\_\_\_

State

Zip

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? \_\_\_\_\_ ARE YOU 18 YEARS OLD OR OLDER? \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? \_\_\_\_\_

HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIME OR DO YOU HAVE CHARGES OR CONVICTIONS PENDING?

(Note: Conviction record will not necessarily be a bar to employment)

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

EVER APPLIED AT THIS SCHOOL DISTRICT BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

## EDUCATION

NAME AND LOCATION OF SCHOOL

YEARS ATTENDED

DID YOU GRADUATE?

SUBJECTS STUDIED?

GRAMMER SCHOOL \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_

COLLEGE \_\_\_\_\_

TRADE, BUSINESS or  
CORRESPONDENCE  
SCHOOL \_\_\_\_\_

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

WHAT SPECIAL WORK EXPERIENCE HAVE YOU HAD?

U.S. MILITARY OR

NAVAL SERVICE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE DISCHARGED \_\_\_\_\_

RANK AND DUTIES \_\_\_\_\_ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES? \_\_\_\_\_

(CONTINUED ON OTHER SIDE)

**PRIOR EMPLOYMENT**

(Start with your most recent employer. If a teacher, list all prior Education employment. Please attach separate page if necessary)

Employer \_\_\_\_\_ Phone( ) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ City, State and Zip \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_ Supervisors Name \_\_\_\_\_  
Starting Salary/Wages \_\_\_\_\_ Final Salary/Wages \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone( ) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ City, State and Zip \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_ Supervisors Name \_\_\_\_\_  
Starting Salary/Wages \_\_\_\_\_ Final Salary/Wages \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone( ) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ City, State and Zip \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_ Supervisors Name \_\_\_\_\_  
Starting Salary/Wages \_\_\_\_\_ Final Salary/Wages \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**REFERENCES:**

LIST THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME _____	ADDRESS _____	YEARS KNOWN _____	TELEPHONE _____
NAME _____	ADDRESS _____	YEARS KNOWN _____	TELEPHONE _____
NAME _____	ADDRESS _____	YEARS KNOWN _____	TELEPHONE _____

IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_

NAME _____	ADDRESS _____	PHONE NO. _____
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The above information is true and complete to the best of my knowledge. Should I be employed by the School District, any misrepresentation or false statement contained herein will be considered cause for possible dismissal. The District has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the District.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the District, during my probation period, I may resign such employment at any time at my discretion with or without prior notice and the District may terminate my employment at any time at their discretion, with or without cause and with or without prior notice. I also understand that my supervisor has no authority to change this at will relationship during and following my probationary period. I may leave subject to a collective bargaining agreement. This constitutes the entire agreement concerning potential employment with the District. I understand that should it be requested, I will submit to a drug test, fingerprinting, criminal background check and prior employment inquiries at my expense. Further, if hired, I agree to a limit of six months from time of occurrence in which to bring employment claims.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**SUMMARY OF INTERVIEW:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted for employment: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Position: \_\_\_\_\_

Starting Rate \$ \_\_\_\_\_ per Hour \_\_\_\_\_ Week \_\_\_\_\_ Scheduled to start work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Interviewed by : \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

