

# EMPLOYMENT APPLICATION

Pre-Employment Questionnaire / EOE



## APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address						Apartment/Unit #	
City		State		Zip Code			
Home Phone #		Cell Phone #		E-mail Address			
If hired, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Have you ever been convicted of an adult felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when? <input type="text"/>							
If yes, explain: <input type="text"/>							

## EDUCATION

Do you have a High School Diploma or GED? YES <input type="checkbox"/> NO <input type="checkbox"/>				How many years did you attend? <input type="text"/>			
College		City/State		How many years did you attend? <input type="text"/>			
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree					
Other		City/State		How many years did you attend? <input type="text"/>			
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree					
Please list any technical training or special skills you have: <input type="text"/>							
<input type="text"/>							

## PROFESSIONAL REFERENCES

Full Name		Relationship	
Contact Information	<input type="text"/>		
Full Name		Relationship	
Contact Information	<input type="text"/>		
Full Name		Relationship	
Contact Information	<input type="text"/>		

## GENERAL

Please check ALL in which you have experience:	Typing <input type="checkbox"/>	Filing <input type="checkbox"/>	Cash Handling <input type="checkbox"/>	Customer Service <input type="checkbox"/>	Sales <input type="checkbox"/>	EBay <input type="checkbox"/>	10-Key <input type="checkbox"/>
	Multi-Tasking <input type="checkbox"/>	Pawn Broking <input type="checkbox"/>	Cell Phones <input type="checkbox"/>	Electronics <input type="checkbox"/>	Tools <input type="checkbox"/>		
	Multi-Line Phone System <input type="checkbox"/>	Tax Preparation <input type="checkbox"/>	Jewelry Sales <input type="checkbox"/>				
Languages spoken:	<input type="text"/>						

**PREVIOUS / CURRENT EMPLOYMENT**

Company				Phone	( )
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	

May we contact your previous supervisor for a reference? YES  NO

Company				Phone	( )
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	

May we contact your previous supervisor for a reference? YES  NO

Company				Phone	( )
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	

May we contact your previous supervisor for a reference? YES  NO

**DESIRED EMPLOYMENT**

Have you ever worked for this company before?	If yes, where?	When?
Salary Desired:	Date available to start:	Full Time:      Part Time:
Hours Available: Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____		

**DISCLAIMER AND SIGNATURE**

I understand that employment with A-OK is on an "at will" basis. An associate retains the right to leave the employment of the company at any time and A-OK has the corresponding right to terminate an associate's employment at any time, with or without notice and/or cause.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_