



6285 PETERSON ROAD  
LAKE PARK, GA 31636  
PH: (229) 559-3772  
FX: (229) 559-9965

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

**PERSONAL INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

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

PERMANENT ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER?  YES  NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  YES  NO WHY? \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION: \_\_\_\_\_ START DATE: \_\_\_\_\_ DESIRED SALARY: \_\_\_\_\_

ARE YOU EMPLOYED NOW?  YES  NO IF SO, MAY WE CONTACT PRESENT EMPLOYER?  YES  NO

HAVE YOU APPLIED TO THIS COMPANY BEFORE?  YES  NO WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

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

EDUCATION	NAME/LOCATION	ATTENDED YEARS	GRADUATE?	STUDIED SUBJECT
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, OTHER...				

**GENERAL INFORMATION**

SUBJECTS OF STUDY OR RESEARCH WORK: \_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

EXTRACURRICULAR ACTIVITIES: \_\_\_\_\_

U.S. MILITARY OR ARMED SERVICES?  YES  NO RANK: \_\_\_\_\_

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR SERVED TIME IN A CORRECTIONAL INSTITUTION?  YES  NO

IF SO, WHY? \_\_\_\_\_

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS - START WITH THE LAST EMPLOYER FIRST)

DATE	EMPLOYER NAME/ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE THE NAME OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST 1 YEAR.

HAVE KNOWN	NAME	PHONE NUMBER	BUSINESS
FROM			
TO			
FROM			
TO			
FROM			
TO			

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

I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND 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. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE OR NOTICE AT ANY TIME AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE OR NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS AN AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
INTERVIEWED BY: _____	DATE: _____
REMARKS: _____	
_____	
_____	
HIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION: _____ DEPT: _____