



# Application for Employment

(PRE-EMPLOYMENT QUESTIONNAIRE)

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME:

LAST

FIRST

MIDDLE

EMAIL: \_\_\_\_\_

PRESENT ADDRESS:

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS:

STREET

CITY

STATE

ZIP

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

## EMPLOYMENT DESIRED

POSITION

DATE YOU  
CAN START

SALARY  
DESIRED

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE  
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?

DEPARTMENT?

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

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YRS. ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE OR TECH SCHOOL				

## GENERAL

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

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

ACTIVITIES (CIVIC, ATHLETIC, ETC.): \_\_\_\_\_

U.S. MILITARY OR NAVAL SERVICES:

RANK: \_\_\_\_\_

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES: \_\_\_\_\_

(CONTINUED ON OTHER SIDE)

LAST

FIRST

MIDDLE

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**FORMER EMPLOYERS: LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST.**

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DATE MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

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**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.**

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NAME	BUSINESS	EMAIL ADDRESS	PHONE	YEARS KNOWN

IN CASE OF  
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE

“I CERTIFY THAT ALL THE 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 MAYBE 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 VILLAGE OF HARTLAND’S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE VILLAGE OF HARTLAND’S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME BY THE VILLAGE OF HARTLAND. I GIVE PERMISSION FOR THE VILLAGE OF HARTLAND TO CONTACT THE ABOVE REFERENCES.”

DATE

SIGNATURE

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**THE VILLAGE OF HARTLAND IS AN EQUAL OPPORTUNITY EMPLOYER.**

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991. This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.

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**OFFICE USE ONLY**

DATE APPLICATION WAS RECEIVED:

RECEIVED BY:

ADDITIONAL INFORMATION:

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