

Pre-Employment Questionnaire Equal Opportunity Employer

SOUTHWEST TRAFFIC Application for Employment

PERSONAL INFORMATION

Name (Last, First)		Phone Number	Date	
Present Address		City	State	Zip Code
Date of Birth				
Referred By	E Mail Address			

EMPLOYMENT DESIRED

Position		Date You Can Start	Salary Desired
Are You Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	When?	Where?	

QUALIFICATIONS

Do you hold a state reg. Guard card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Expiration date
Do you hold a state firearms permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Expiration date
Have you ever had security clearance? <input type="checkbox"/> Yes <input type="checkbox"/> No	When? Where? What level?	
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of employment desired. <input type="checkbox"/> full-time <input type="checkbox"/> part-time	
Will you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shift availability: Morning <input type="checkbox"/> Yes <input type="checkbox"/> No Swing <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have legal right to live and work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be able to perform safely and efficiently all functions of the job(s) for which you will be assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:	
Will you comply with the safety, work, attendance and employment policies of our organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION HISTORY

	Name and location of school	Years attended	Did you graduate	Subjects studied
High School				
College				
Trade or Business				

REFERENCES (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

Name	Phone Number	City	Company & Industry	Position Held	Years Known

(ONE FIRST)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

Name of employer			Position		Reason for leaving:	
Dates of employment from		to	XXXXX	City		Direct manager
Description of duties:					Phone number	
Name of employer			Position		Reason for leaving:	
Dates of employment from		to	XXXXX	City		Direct manager
Description of duties:					Phone number	
Name of employer			Position		Reason for leaving:	
Dates of employment from		to	XXXXX	City		Direct manager
Description of duties:					Phone number	

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 any and shall information concerning my previous employment and any pertinent 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 a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE _____ EMPLOYEE SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____

REMARKS:

PERSONALITY	1	2	3	4	5	6	7	8	9	1
ABILITY	1	2	3	4	5	6	7	8	9	1
CHARACTER	1	2	3	4	5	6	7	8	9	1

UNIFORM SIZE _____