

# APPLICATION for EMPLOYMENT

*Pre-Employment Questionnaire - Equal Opportunity Employer - At-Will Employment*

Employer Use Only

## PERSONAL INFORMATION

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Are you 18 years or older?  Yes  No Referred by: \_\_\_\_\_

## EMPLOYMENT DESIRED

Cedarlane RV Park  Crosswinds Restaurant  Island Adventures

Position: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_

Have you applied with the above businesses before?  No  Yes: \_\_\_\_\_

Are you legally authorized to work in the US?  Yes  No Are you employed?  Yes  No

Where? \_\_\_\_\_ Position: \_\_\_\_\_ May we contact your employer?  Yes  No

Last Name:

## EDUCATION HISTORY

Name and Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School			
College			
Trade/Correspondence			

First Name:

## WORK HISTORY

(List below your last 4 employers, starting with last/current one first)

Date	Name & Phone # of Employer	Position	Pay	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Middle Name:

## REFERENCES

(List below 4 persons, not related to you, whom you have known at least 5 years)

First and Last Name	How do you know them?	Years Acquainted	Phone #

Date Hired:

**Additional Information:** \_\_\_\_\_

Continued on other side →

**APPLICANT**

(Signature required to enter the hiring process)

"I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may be grounds for immediate termination. I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous or current employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that if hired, my employment is at-will for no definite period and may, regardless of the date of payment of wages, be terminated at any time without prior notice and without cause."

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

**EMERGENCY CONTACT**

Full Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

**EMPLOYER USE ONLY**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employers/Ref. Called	Date	Would they re-hire/refer?	Comments

Interviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_ Rated: \_\_\_\_\_ /10

Hired:  Yes  No Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Start Pay: \$ \_\_\_\_\_

Employment Forms:  Tax Forms  Inventory  Safety Guide  Employment Manual  
 Training Manual  Training Tests  Driver Packet  Insurance Approval

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pratorary Period Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_