

# Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## Personal Information

NAME (LAST NAME FIRST) \_\_\_\_\_ DATE \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_ SECONDARY PHONE NO. \_\_\_\_\_ REFERRED BY \_\_\_\_\_

## Employment Desired

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW?  YES  NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?  YES  NO ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?  YES  NO

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

EVER WORKED FOR THIS COMPANY BEFORE?  YES  NO WHERE \_\_\_\_\_ WHEN \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

NAME OF LAST SUPERVISOR AT THIS COMPANY \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THIS POSITION?  EMPLOYMENT AGENCY  NEWSPAPER ADVERTISING  FRIEND  ONLINE AD  OTHER \_\_\_\_\_

STATE EMPLOYMENT OFFICE  COLLEGE PLACEMENT SERVICE  WALK IN  WEBSITE \_\_\_\_\_

## Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
	HIGH SCHOOL			
	COLLEGE			
	TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL			

## General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK \_\_\_\_\_

SPECIAL TRAINING, CERTIFICATIONS, LICENSES \_\_\_\_\_

SPECIAL SKILLS, FOREIGN LANGUAGES, ETC. \_\_\_\_\_

## Military Service Record

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES?  YES  NO BRANCH OF SERVICE \_\_\_\_\_

DISCHARGE DATE \_\_\_\_\_ RANK \_\_\_\_\_

LAST NAME FIRST MIDDLE INITIAL



**Special Purpose Questions**

**DO NOT ANSWER ANY OF THE QUESTIONS IN THIS BOX UNLESS THE EMPLOYER HAS CHECKED THE BOX PRECEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.**

Height \_\_\_\_\_ Feet \_\_\_\_\_ Inches  Weight \_\_\_\_\_ Lbs.  Are you a U.S. citizen?  Yes  No

Have you been convicted of a  Felony or  Misdemeanor within the last 5 years?  Yes  No. Describe \_\_\_\_\_

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.*

I understand and agree that I may be required to take one or more:  physical examination;  drug test;  lie detector test, as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s).  Yes  No

I have been advised that lie detector tests, as a condition of hiring or continued employment, are prohibited by law.  Yes  No

Are you able to perform each of the following job functions with or without an accommodation?

JOB FUNCTION #1 \_\_\_\_\_  Yes  No  
If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?  
\_\_\_\_\_  
\_\_\_\_\_

JOB FUNCTION #2 \_\_\_\_\_  Yes  No  
If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?  
\_\_\_\_\_  
\_\_\_\_\_

JOB FUNCTION #3 \_\_\_\_\_  Yes  No  
If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?  
\_\_\_\_\_  
\_\_\_\_\_

Were you ever seriously injured?  Yes  No Give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What foreign languages do you speak fluently? \_\_\_\_\_  
\_\_\_\_\_

What foreign languages do you write fluently? \_\_\_\_\_  
\_\_\_\_\_

What foreign languages do you read fluently? \_\_\_\_\_  
\_\_\_\_\_

**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 all 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 \_\_\_\_\_

SIGNATURE \_\_\_\_\_

INTERVIEWED BY _____		DATE _____
REMARKS _____		
NEATNESS		CHARACTER
PERSONALITY		ABILITY

INTERVIEWED BY _____		DATE _____
REMARKS _____		
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PERSONALITY		ABILITY

INTERVIEWED BY _____		DATE _____
REMARKS _____		
NEATNESS		CHARACTER
PERSONALITY		ABILITY

HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES
APPROVED 1: EMPLOYMENT MANAGER:				DATE
APPROVED 2: DEPARTMENT MANAGER:				DATE
APPROVED 3: GENERAL MANAGER:				DATE

Interviewer: The additional information that may be necessary to complete an applicant's record can be obtained after hiring, during a POST HIRING INTERVIEW. Adams Item #9287 and Tops Item #3287 Employee's Record File contains a section for this purpose, while also serving as a means for up-to-date recording of employment status changes and for holding all employment forms.

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.