



1100 North Gurley Ave, Gillette, WY 82716

office@hladkyconstruction.com

T. 307-682-2785

# Application for Employment

( PRE-EMPLOYMENT QUESTIONNAIRE )

( AN EQUAL OPPORTUNITY EMPLOYER )

Date \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone # \_\_\_\_\_ Are you 18 years or older? YES  NO   
Are you either a U.S. citizen or an alien authorized to work in the United States? 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? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Referred by: \_\_\_\_\_

## EDUCATION

Institution Type	Name and Location of Institution	Years Completed	Did You Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

## GENERAL

Subjects of Special Study or Research Work \_\_\_\_\_

Special Skills \_\_\_\_\_

Activities (Civic, Athletic, Etc.) \_\_\_\_\_  
(Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.)

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ Present membership in National Guard or Serves? \_\_\_\_\_

## EMPLOYMENT HISTORY

Dates	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 the best?

What did you like most about this job?

## REFERENCES

List the names of three persons not related to you, whom you have known at least one year.

Name	Address	Telephone	Occupation	Years Acquainted
Name	Address	Telephone	Occupation	Years Acquainted
Name	Address	Telephone	Occupation	Years Acquainted

## EMERGENCY CONTACT

In case of emergency notify:

Name	Telephone	Relationship
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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 LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND DO 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 FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

Signature of Applicant

Date