



1100 North Gurley Ave, Gillette, WY 82716

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## Application for Employment

( PRE-EMPLOYMENT QUESTIONNAIRE )

( AN EQUAL OPPORTUNITY EMPLOYER )

Date \_\_\_\_\_

### PERSONAL INFORMATION

|                   |        |       |    |                                                                                    |                                                          |
|-------------------|--------|-------|----|------------------------------------------------------------------------------------|----------------------------------------------------------|
| Name              |        |       |    | Social Security #                                                                  |                                                          |
|                   | Last   | First | MI |                                                                                    |                                                          |
| Present Address   |        |       |    | City                                                                               | State Zip                                                |
|                   | Street |       |    |                                                                                    |                                                          |
| Permanent Address |        |       |    | City                                                                               | State Zip                                                |
|                   | Street |       |    |                                                                                    |                                                          |
| Phone #           |        |       |    | Are you 18 years or older?                                                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |
|                   |        |       |    | Are you either a U.S. citizen or an alien authorized to work in the United States? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

### 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 Reserves? |

EMPLOYMENT HISTORY

| Dates                           | Name and Address of Employer | Salary | Position | Reason for Leaving |
|---------------------------------|------------------------------|--------|----------|--------------------|
| From<br>____ _<br>To     ____ _ |                              |        |          |                    |
| From<br>____ _<br>To     ____ _ |                              |        |          |                    |
| From<br>____ _<br>To     ____ _ |                              |        |          |                    |
| From<br>____ _<br>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 |
|------------------------------|------|-----------|--------------|

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 |
|------------------------|------|