

Office use only:

Received: Date _____ Int. _____

Interview: Date _____ Time: _____

Note: _____ # _____


**Application for Employment
(Pre-Employment Questionnaire)**
**An Equal Opportunity
Employer**

 Twin Oaks Industries
 2001 West Grand Avenue
 Salina, KS 67401
 785-827-4839

Last Name		First	M.I.	Date
Street Address			Phone	
City	State	Zip	Social Security Number	
Driver's License#	Email:		Are you 18 years or older	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you prevented from lawfully becoming employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Birth*				
Have you ever been convicted of a felony or misdemeanor within the last 5 years? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain?				
What foreign languages do you speak fluently? Read Write				
Employment Desired				
Position Applying for:		Type of Work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift Work		
Are you employed now?	Date you can start		Salary Desired	
Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?				

* The age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

** 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.

Education

Grammar School		Address		
From	To	Did you graduate?	Degree	
High School		Address		
From	To	Did you graduate?	Degree	
College		Address		
From	To	Did you graduate?	Degree	
Other, Trade, Business		Address		
From	To	Did you graduate?	Degree	

If you are applying for a specific position, please list any specific skills, knowledge, and/or abilities you feel you have that qualify you for this position.

References - Please list 3 references

Full Name	Relationship
Company	Phone ()
Full Name	Relationship
Company	Phone ()
Full Name	Relationship
Company	Phone ()

In case of emergency, contact: Phone ()

Notes:

Previous Employment

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Military Service

Branch		
From	To	Reason for Leaving

Agreement and Signature Please read carefully before signing.

"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, personal or otherwise, 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 for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice."

Signature	Date
------------------	-------------

DO NOT WRITE BELOW THIS LINE

Interviewed by:	Date:

Hired: <input type="checkbox"/> Yes <input type="checkbox"/> No	Position:	Dept:
---	-----------	-------

Salary / Wage:	Date reporting to work:
----------------	-------------------------

Approved: _____	_____
HR General Manager	Department Lead

