



AUDIOSEARS

APPLICATION FOR EMPLOYMENT

(pre-employment questionnaire) (an equal opportunity employer)

Form rev: REL

PERSONAL INFORMATION

Applicant: Please complete all applicable information (marked by gray boxes)				Date	
Name				SSN #	
			Birth Date		
	Last	First	Middle	Month	/ Day
Present Address					
		Street	City / Town	State	Zip
Permanent Address					
		Street	City / Town	State	Zip
Phone #			Are you 18 or older?		
Email Address			Yes <input type="radio"/> No <input type="radio"/>		
Are you prevented from lawfully becoming employed in this country because of visa or immigration status?				Yes <input type="radio"/> No <input type="radio"/>	

LAST

EMPLOYMENT DESIRED

Position		Date you can start		Salary Desired	
Are you Employed Now?		If so, may we contact your present employer?			
Applied to this company before?		Where?	When?		
Referred By					

First

EDUCATION	Name and location of school	# years attended	Did you graduate?	Subjects studied
Grammar School				
High School				
College				
Graduate or Postgraduate School				
Trade, Business or Correspondence School				

Middle

GENERAL

Subjects of special study or research work		
Special skills		
Activities (Civic, Athletic, etc)		
Exclude organizations, the name(s) 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 / reserves

This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

(Continued on other side)

FORMER EMPLOYERS (List your most recent employers below, starting with the last one first)

Date (Month and Year)	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 best? _____

What did you like most about the job? _____

REFERENCES (Give the names of three persons not related to you whom you have known for at least one year)

Name	Address	Business	Years Acquainted

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND AND MASSACHUSETTS. (FILL IN NAME OF STATE) IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AND EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

In case of emergency, notify: _____

Name Address Phone #

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR MY COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

Date _____ Signature of Applicant _____

APPLICANT: DO NOT WRITE BELOW THIS LINE

Interviewed By _____ Date _____

Remarks: _____

Neatness _____ Ability _____

Hired _____ Position _____ Dept _____

Salary/Wage _____ Date Reporting to work _____

Approved (signatures)

Employment Manager Dept Head General Manager

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application For Employment form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.