

Tarter Brothers Mechanical Inc.  
Application for Employment  
(Pre-employment Questionnaire) (An Equal Opportunity Employer)

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**PERSONAL INFORMATION**

Last Name	First Name	Middle Name	Social Security #
Current Address:	Street	City	State & ZIP
Permanent Address:	Street	City	State & ZIP
Phone #	Cell Phone #	E-mail address:	
Are you 18 years or older? Yes / No	Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes / No		
<b>I understand I may be subject to drug/alcohol testing. Please initial _____</b>			

**EMPLOYMENT DESIRED**

Position:	Start date:	Salary desired:
Are you employed now? Yes / No	If so, provide information first under Employment History	
Ever applied to this company before? Yes / No	Where?	When?
Referred by:		

**EDUCATION**

	Name & location of school	*# of years attended	*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.) <i>Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.</i>		
U.S. Military or Naval Service Yes / No	Rank achieved:	Present membership in National Guard or Reserves? Yes / No

*\*This form complies with the provisions of the Americans with Disabilities Act and the final regulations and interpretative guidance promulgated by the EEOC on July 26, 1991.*

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Applicant's Name: \_\_\_\_\_

**FORMER EMPLOYERS:** (list below last three (3) employers, starting with last one first)

Date: Month and Year	Name & 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 this job? \_\_\_\_\_

**REFERENCES:** (Give the names of three (3) persons not related to you, whom you have known at least two years)

Name	Address	Business	Years acquainted

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.

I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application.

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, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and 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: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

<b>Interviewed By:</b>		<b>Date:</b>
<b>Remarks:</b>		
<b>Neatness:</b>	<b>Ability:</b>	<b>Hired: Yes ___ No ___</b>
<b>Position:</b>	<b>Salary/Wage:</b>	<b>Start Date:</b>
<b>Approved by:</b>		