 **PRE-EMPLOYMENT**

**APPLICATION FOR EMPLOYMENT** **EQUAL OPPORTUNITY EMPLOYER**

Personal Information Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Last Name First)

Present Address City State Zip Code

Permanent Address City State Zip Code

Phone No. ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referred By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT DESIRED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date you can start\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary Desired\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you employed? Yes\_\_ No \_\_ If so, may we inquire of your present employer? Yes\_\_ No \_\_\_**

**Applied to Mission Granbury before? Yes\_\_ No \_\_ Where? \_\_\_\_\_\_\_\_\_\_\_\_ When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you a Veteran? \_\_\_\_\_\_Yes \_\_\_\_\_\_ No**

**EDUCATION HISTORY**

|  |
| --- |
| **Name & Location? Years Attended ? Did you Graduate? Subjects Studied?** |
| **High School** |
| **College** |
| **Trade, Business or Correspondence School** |

**GENERAL INFORMATION**

**Subjects of special study, certifications or skills**

**FORMER EMPLOYERS (List below last four employers, starting with last one first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Month & Year** | **Name& Address of Employer** | **Salary** | **Position**  | **Reason for Leaving** |
| **FROM/TO** |  |  |  |  |
| **FROM/TO** |  |  |  |  |
| **FROM/TO** |  |  |  |  |
| **FROM/TO** |  |  |  |  |

**REFERENCES** Please list three references, not related to you, who have known you at least a year.

 NAME ADDRESS PHONE YEARS KNOWN

**AUTHORIZATION**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment.

I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company’s sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

I also understand that all Mission Granbury staff are required to pass a criminal background check before being hired.

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_