

EEO OFFICER _____
COR _____

Supervisors, please do not process
unless initialed by EEO Officer.

CARC, INC.
APPLICATION FOR EMPLOYMENT

(PRE EMPLOYMENT QUESTIONNAIRE) (EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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PERSONAL INFORMATION:

DATE _____ SOCIAL SECURITY NUMBER _____

NAME _____
LAST FIRST MI

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER _____ ARE YOU 18 YEARS OR OLDER? YES _____ NO _____

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES _____ NO _____

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EMPLOYMENT DESIRED:

POSITION _____ FULL-TIME OR PART-TIME _____

SHIFT DESIRED DAY _____ EVENING _____ OVERNIGHT _____ SPLIT _____ OTHER _____

DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER WORKED AT THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

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GENERAL:

SUBJECT OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL SKILLS _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES TO RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS. _____

U.S. MILITARY _____ RANK _____ NATIONAL GUARD OR RESERVES _____

FORMER EMPLOYERS: (LIST LAST THREE EMPLOYERS, STARTING WITH CURRENT OR MOST RECENT FIRST)

DATE MONTH / YEAR	NAME AND PHONE INCLUDE AREA CODE	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHAT DID YOU LIKE MOST ABOUT THIS JOB? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR OTHER THAN A MINOR TRAFFIC VIOLATION? YES___ NO___

IF YES, LIST CONVICTIONS AND THE DATE(S). ARRESTS ARE NOT CONVICTIONS. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. _____

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REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	PHONE NUMBER	BUSINESS	YEARS
1.				
2.				
3.				

IN CASE OF EMERGENCY NOTIFY _____

NAME ADDRESS PHONE NUMBER

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE AND UNDERSTAND THAT IF EMPLOYED, MISREPRESENTATIONS OR OMISSIONS OF FACT ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I HEREBY AUTHORIZE CARC, INC. TO THOROUGHLY INVESTIGATE MY BACKGROUND, REFERENCES, EMPLOYMENT RECORD AND OTHER MATTERS RELATED TO MY SUITABILITY FOR EMPLOYMENT. I AUTHORIZE ALL PERSONS AND PREVIOUS EMPLOYERS AND MY CURRENT EMPLOYER, IF APPLICABLE, TO PROVIDE ANY RELEVANT INFORMATION REGARDING MY EMPLOYMENT AND 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.

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

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▪ INTERVIEWED BY _____ DATE _____

OFFERED EMPLOYMENT: NO _____

IF YES _____ POSITION _____ DEPT. _____

SUPERVISOR _____ SALARY/WAGE _____ DATE REPORTING TO WORK _____

▪ INTERVIEWED BY _____ DATE _____

OFFERED EMPLOYMENT: NO _____

IF YES _____ POSITION _____ DEPT. _____

SUPERVISOR _____ SALARY/WAGE _____ DATE REPORTING TO WORK _____

▪ COMMENTS _____

