

Application for Employment

Pre-Employment Questionnaire Equal Opportunity Employer

Personal Information

Date _____

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NO.	
PRESENT ADDRESS		CITY	STATE	ZIP CODE
PERMANENT ADDRESS		CITY	STATE	ZIP CODE
EMAIL	REFERRED BY			
PHONE NO.	MOBILE PHONE			

Employment Desired

POSITION	DATE YOU CAN START	PART TIME / FULL TIME	SALARY DESIRED
	/ /	PT <input type="checkbox"/> FT <input type="checkbox"/>	
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH / WITHOUT REASONABLE ACCOMODATIONS?		IF NO, DESCRIBE THE FUNCTIONS THAT CANNOT BE PERFORMED AND ANY ACCOMODATIONS NEEDED	
YES <input type="checkbox"/> NO <input type="checkbox"/>			
ARE YOU EMPLOYED NOW ?	EVER APPLIED TO THIS COMPANY BEFORE?	WHEN?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
REASON FOR LEAVING	NAME OF LAST SUPERVISOR AT THIS COMPANY		
HOW DID YOU FIND OUT ABOUT THIS POSITION?			
EMPLOYMENT AGENCY <input type="checkbox"/> FRIEND <input type="checkbox"/> WEBSITE <input type="checkbox"/> STATE EMPLOYMENT OFFICE <input type="checkbox"/> NEWSPAPER ADVERTISING <input type="checkbox"/> COLLEGE PLACEMENT SERVICE <input type="checkbox"/> WALK IN <input type="checkbox"/> ONLINE AD <input type="checkbox"/> OTHER _____			

Education & Skills

SPECIAL STUDIES				
SPECIAL TRAINING, CERTIFICATIONS, LICENSES				
SPECIAL SKILLS, FOREIGN LANGUAGES, ETC.				
NAME & LOCATION OF SCHOOL	DATES ATTENDED	YEARS COMPLETED	DID YOU GRADUATE	DEGREE - MAJOR
HIGH SCHOOL:				
COLLEGE:				
TRADE, BUSINESS, CORRESPONDENCE SCHOOL				

Former Employers (List Below Last Three Employers Starting with Most Recent)

NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
HOURLY RATE / ANNUAL SALARY			
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			
NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
HOURLY RATE / ANNUAL SALARY			
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			
NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
HOURLY RATE / ANNUAL SALARY			
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

References (List Professional References Whom We May Contact)

	REFERENCE 1 of 3	REFERENCE 2 of 3	REFERENCE 3 of 3
NAME			
BUSINESS			
CURRENT POSITION			
HOME PHONE			
CELL PHONE			
MAILING ADDRESS			
EMAIL			
RELATIONSHIP TO CANDIDATE			
YEARS KNOWN			

Authorization

RAMSHAW REAL ESTATE IS AN EQUAL OPPORTUNITY EMPLOYER. ALL RAMSHAW ENTITIES ENSURE EQUAL EMPLOYMENT OPPORTUNITIES REGARDLESS OF RACE, CREED, SEX, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEXUAL ORIENTATION OR DISABILITY.	
ARE YOU A U.S. CITIZEN ?	IF NO, DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES?
YES NO	YES NO
IF NO, EXPLAIN	
HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OTHER THAN A MINOR TRAFFIC VIOLATION?	
YES NO	IF YES, EXPLAIN, GIVING DATES:
HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN A JOB?	
YES NO	IF YES, EXPLAIN, GIVING DATES
<p>UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, I ACKNOWLEDGE THAT I WILL BE REQUIRED TO FILL OUT A CERTIFICATION VERIFYING THAT I AM ELIGIBLE TO BE EMPLOYED AND VERIFYING MY IDENTITY. FURTHER, I ACKNOWLEDGE THAT I WILL BE REQUIRED TO PROVIDE DOCUMENTS CONFIRMING MY IDENTITY AND EMPLOYMENT ELIGIBILITY. I UNDERSTAND THAT I CANNOT BE HIRED IF I CANNOT COMPLY WITH THESE REQUIREMENTS.</p> <p>I UNDERSTAND THAT ANY EMPLOYMENT IS CONDITIONED ON REVIEW OF MY WORK, EDUCATION, AND OTHER HISTORY. I AUTHORIZE RAMSHAW REAL ESTATE TO INVESTIGATE ALL STATEMENTS CONTAINED IN MY APPLICATION OR RESUME, AND I AUTHORIZE MY FORMER EMPLOYEES AND REFERENCES TO DISCLOSE INFORMATION REGARDING MY FORMER EMPLOYMENT, CHARACTER AND GENERAL REPUTATION TO RAMSHAW REAL ESTATE WITHOUT GIVING ME PRIOR NOTICE OF SUCH DISCLOSURE. I UNDERSTAND THAT MY FAILURE TO PROVIDE A REQUESTED EMPLOYMENT OR EMPLOYER HISTORY WHICH IS MATERIAL TO MY QUALIFICATIONS FOR EMPLOYMENT OR THE PROVISION OF STATEMENTS WHICH I DO NOT BELIEVE TO BE TRUE MAY BE A CLASS A MISDEMEANOR. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION OR MADE AT ANY STAGE OF THE EMPLOYMENT PROCESS AS MAY BE NECESSARY OR APPROPRIATE IN ARRIVING AT AN EMPLOYMENT DECISION, INCLUDING CONTACTING REFERENCES IDENTIFIED.</p> <p>IF I AM OFFERED EMPLOYMENT I MAY BE ASKED, AND IF ASKED, I AGREE TO SUBMIT TO A CRIMINAL BACKGROUND INVESTIGATION, TO A MEDICAL EXAMINATION, DRUG TEST OR LIE DETECTOR TEST BEFORE STARTING WORK. IF EMPLOYED, I ALSO AGREE TO SUBMIT TO A MEDICAL EXAMINATION, DRUG TEST OR LIE DETECTOR TEST AT ANY TIME DEEMED APPROPRIATE. I CONSENT TO SUCH EXAMINATIONS AND TESTS AND I REQUEST THAT THE EXAMINING DOCTOR DISCLOSE TO RAMSHAW THE RESULTS OF SUCH EXAMINATIONS.</p> <p>I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY) ARE TRUE AND COMPLETE. I UNDERSTAND THAT ANY FALSE STATEMENT, OMISSION, OR MISREPRESENTATION ON THIS APPLICATION (OR NOT CONVEYED DURING ANY INTERVIEW) IS SUFFICIENT CAUSE FOR REFUSAL TO HIRE, OR DISMISSAL IF I HAVE BEEN EMPLOYED, NO MATTER WHEN DISCOVERED BY RAMSHAW REAL ESTATE. I UNDERSTAND THAT FILLING OUT THIS FORM DOES NOT INDICATE THERE IS A POSITION OPEN AND DOES NOT OBLIGATE RAMSHAW REAL ESTATE TO HIRE ME. IF HIRED, I AGREE TO ABIDE BY ALL THE RULES, POLICIES AND PROCEDURES.</p>	
I HAVE READ THE APPLICATION COMPLETELY AND UNDERSTAND ALL THE INFORMATION CONTAINED IN IT.	

Signature

(If submitted online, please type your name)

If Submitted Online, Click Agree

Agree