



Pre-Employment Questionnaire/RJB is an Equal Opportunity & Affirmative Action Employer

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME (LAST, FIRST):		Social Security #:		
Present Address:	Apt #:	City:	State:	Zip:
Permanent Address:	Apt #:	City:	State:	Zip:
Are You 18 Years or Older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:			

DESIRED EMPLOYMENT

Position:	Desired Start Date:	Desired Salary:
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?
Ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?
Reason for leaving:		
Name of last supervisor at this company:		
Who referred you to this company? <input type="checkbox"/> Employee <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> Internet <input type="checkbox"/> Walk-In		
<input type="checkbox"/> State Employment Office <input type="checkbox"/> College Placement Service <input type="checkbox"/> Friend <input type="checkbox"/> Other		
Do you have a friend or relative that works for us? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name (s) of friend or relative:	

EDUCATION

School Level	Name & Location of School	# of Years Attended	Graduated?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of special study or research work:
Special Training:
Special Skills:

FORMER EMPLOYERS

List below your last three (3) employers, starting with the most recent in the first section.

Name of present or last employer:			
Address:		City	State: Zip:
Starting Date:		Leaving Date:	Job Title:
Weekly Starting Salary:	Weekly Ending Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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:
Weekly Starting Salary:	Weekly Ending Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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:
Weekly Starting Salary:	Weekly Ending Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Supervisor:	Title:	Phone #:	
Description of work:			
Reason for leaving:			

REFERENCES

Below, give the names of three (3) persons you are not related to, whom you have known at least one (1) year.

	Name	Phone #	Business	Years Acquainted
1				
2				
3				

SERVICE RECORD

Branch of Service:

Do you have any criminal convictions? Yes No

If yes, explain (will not necessarily exclude you from consideration):

(RJB RESERVES THE RIGHT TO PERFORM A BACKGROUND CHECK PURSUANT TO ILLINOIS LAW)

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of this company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Date: _____ Signature: _____

EOE 7/23/12