



# Application for Employment

Pre-Employment Questionnaire  
Equal Opportunity Employer

Date: \_\_\_\_\_

1775 Erickson Avenue, Harrisonburg, VA 22801 ♦ www.maysupply.com

## Personal Information

Name (Last, First)				
Present Address		City	State	Zip Code
Permanent Address		City	State	Zip Code
Phone Number	Cell Phone	Email		Referred by

## Employment Desired

Position desired	Date available to start	Salary desired
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, may be contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is so, for what position?	When?

## Education

	Name and Location of School	Years attended	Did you graduate?	Subjects studied
Grammar School				
High School				
College				
Trade, business or correspondence school				

## General

Subjects of special study/research work or special training/skills	
US Military or Naval Service	Rank

## Former employers (list your last four employers below, beginning with the most recent)

Date, Month, Year	Name & address of employer	Salary	Position	Reason for leaving
From				
To				
From				
To				
From				
To				
From				
To				

Have you ever been convicted of any violation(s) of the law, (including moving violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

**References**

Please list the names of three persons not related to you that you have known for at least one year.

Name	Address	Business	Phone	Years Known

**Authorization**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding 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 an damage that may result from utilization of such information. I also authorize May Supply Company, in the regular course of business, and depending upon certain positions and circumstances, to obtain a personal credit report, criminal background check, driving record and/or drug and alcohol screening test as they deem necessary. I understand that May Supply pledges to handle this information in a manner that will protect the privacy rights of its applicants.

I understand that this application is not an employment guarantee or contract. All employment offers will be made in writing.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

----- Do Not Write Below This Line -----

**Remarks**

Neatness	Character			
Personality	Ability			
Hired	For dept.	Position	Will Report	Salary