

# APPLICATION FOR EMPLOYMENT / PRE-EMPLOYMENT QUESTIONNAIRE

HTPO is an Equal Opportunity Employer and Affirmative Action Employer

## PERSONAL INFORMATION

APPLICANT NAME (Last, First, MI):		DATE:
CURRENT ADDRESS (Street, City, State, Zip):		
PHONE NUMBER(S):	EMAIL:	
DO YOU HAVE A VALID DRIVERS LICENSE? Yes <input type="checkbox"/> No <input type="checkbox"/> Issued from which state?		
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? Yes <input type="checkbox"/> No <input type="checkbox"/>		
ARE YOU 18 YEARS OR OLDER? Yes <input type="checkbox"/> No <input type="checkbox"/>		

## EMPLOYMENT DESIRED

POSITION APPLYING FOR:	
AVAILABLE START DATE:	SALARY DESIRED:
ARE YOU EMPLOYED NOW? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, may we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
HAVE YOU EVER APPLIED WITH HTPO BEFORE? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?	
REFERRED BY:	

## EDUCATION

	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	AREA(S) OF STUDY?
HIGH SCHOOL				
COLLEGE(S)				
TRADE, BUSINESS, OR OTHER SCHOOL				

## GENERAL

Subjects of special study or research work:

Special skills or qualifications:

Activities (civic, volunteer, etc.):

## EMPLOYMENT HISTORY

(Provide your last three employers, listing most recent employment first.)

DATE, MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION TITLE / DUTIES	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

## REFERENCES

(Give the names of three persons not related to you, whom you have known at least one year.)

NAME	CONTACT INFORMATION	OCCUPATION	YEARS ACQUAINTED

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

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

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