

Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER**

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF 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

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

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 the 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.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____

SIGNATURE _____

Do Not Write Below This Line

DATE _____

INTERVIEWED BY _____

Remarks

NEATNESS			CHARACTER	
PERSONALITY			ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER _____

DEPARTMENT HEAD _____

GENERAL MANAGER _____

AUTHORIZATION FOR RELEASE OF BACKGROUND INFORMATION

To the Custodian of Records of _____

In connection with my application for employment with California-Fresno Investment Company (the Company), I understand and acknowledge that the Company may contact my previous employers, educational institutions, state or federal government agencies, law enforcement agencies, information service bureaus, or other public or private entities, requesting information including, but not limited to, my character, work habits, academic records, motor vehicle driving history and criminal history (as allowed by applicable state and/or federal laws).

I hereby authorize without reservation, any lawful release of information from any former employer, person, firm, corporation, educational institution, government agency, information service bureau, or other public or private entity, and its officers, employees, or agents as to my character, work habits, academic records, salary, performance, and experience, along with reasons for termination of my past employment from previous employers, motor vehicle driving history, criminal history (as allowed by applicable state and/or federal laws) and any other information available through public records. If applicable, I also hereby authorize the National Personnel Records Center in St. Louis, Missouri, or other custodian of my military records to release to the Company information concerning or photocopies of my military personnel records.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, educational institution, government agency, information service bureau, or other public or private entity, its officers, employees and agents, from any and all claims, liability, demands, causes of action, damages or costs including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incidental to the disclosure or released of the requested information. According to the California Investigative Consumer Reporting Agencies Act. I am entitled to know if employment is denied because of information obtained by the Company through a consumer reporting agency. In that event, I will be so advised and I will be given the name of the agency or source of information.

I further acknowledge that a fax or photocopy of this waiver shall be as valid as the original.

Full Legal Name
(Printed): _____

Other Names
Used: _____

Social Security No: _____ Date of Birth: ___/___/___

Drivers License Number: _____ Position(s) Applied For: _____

Applicant's Signature: _____ Date: ___/___/___

CALIFORNIA-FRESNO INVESTMENT COMPANY POLICIES AND PROCEDURES

1. I understand that my job performance, professionalism, appearance and attitude while representing California-Fresno Investment Company (the Company) does reflect their image and reputation.
2. I agree to adhere to the policies and safety rules of the Company and understand that failure to do so will constitute sufficient cause for dismissal.
3. I hereby affirm that the information I have provided on my application is true and complete. I understand that providing false, incomplete or misleading information to the Company will result in dismissal from or refusal of employment.
4. I understand that if I am employed by the Company, such employment will be on an "employee at will" basis, which means that I and the Company are free to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law.
5. I consent to submit to testing for the detection of illegally used drugs, alcohol or controlled substances.
6. If offered a job, and if requested by the Company, I will submit to a physical examination.
7. I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I authorize any person, school, current or past employer, organization or entity disclosed in my resume, application, or interview to provide any information regarding me, including without limitation, information concerning my performance, reputation, and character. I acknowledge that the information divulged may be negative or positive with respect to me. Nevertheless, pursuant to this authorization, I unconditionally release such person, school, employer, organization or entity from any and all legal liability for furnishing such information and in making such statements.

A photocopy of this signed Release shall have the same force and effect as the original release signed by me.

Applicant's Signature: _____ Date: _____