

CITY OF PHOENIX
EMPLOYMENT APPLICATION
 Pre-Employment Questionnaire
 "An Equal Opportunity Employer"

Last

PERSONAL INFORMATION

Name (Last)	(First)	(Initial)	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 #	Work #	Cell #	E-mail Address

First

DESIRED EMPLOYMENT

Position	Date you can Start	Salary Desired
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 agency? <input type="checkbox"/> Employment Agency <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> State Employment Office <input type="checkbox"/> College Placement Plan <input type="checkbox"/> Walk-in <input type="checkbox"/> Other		

Middle

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	# YEARS ATTENDED	DIPLOMA / DEGREE?	SUBJECTS STUDIED
GRAMMAR / MIDDLE SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

Subjects of Special Study or Research
Special Training
Special Skills

FORMER EMPLOYERS				
LIST BELOW LAST THREE (3) EMPLOYERS STARTING WITH THE MOST RECENT				
Name of Present or Last Employer				
Address		City	State	Zip
Starting Date		Leaving Date	Job Title	
Monthly Starting Salary		Monthly Leaving	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name / Title of Supervisor				Supervisor PH #
Duties				
Reason For Leaving				
Name of Previous Employer				
Address		City	State	Zip
Starting Date		Leaving Date	Job Title	
Monthly Starting Salary		Monthly Leaving	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name / Title of Supervisor				Supervisor PH #
Duties				
Reason For Leaving				
Name of Previous Employer				
Address		City	State	Zip
Starting Date		Leaving Date	Job Title	
Monthly Starting Salary		Monthly Leaving	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name / Title of Supervisor				Supervisor PH #
Duties				
Reason For Leaving				

If you need to supply more information, please add to back of this sheet.

SERVICE RECORD

Branch of Service	Rank	Discharge Date

Have you been convicted of a Felony within the last five (5) years? Yes No

(If the answer is yes, please explain. This will not necessarily exclude you from consideration for this position.)

REFERENCES

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

	NAME	ADDRESS	PHONE #	PLACE OF WORK	YEARS KNOWN
1					
2					
3					

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 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 any and all liability for any damages 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 signed by an authorized company representative."

_____ Date

_____ Signature

FOR INTERVIEWER'S USE ONLY

Interviewd by	Date
Comments	

Interviewd by	Date
Comments	

Interviewd by	Date
Comments	

Hired (Date) for Dept.	For Position	
Salary Wages	Will Report	
Approved 1	Employment Manager	Date
Approved 2	Department Manager	Date
Approved 3	General Manager	Date