

Date: _____



AAA SERVICE COMPANY

1299 Farmville Rd
Memphis TN 38122
Phone: 901-753-4432
Fax: 901-753-4468

For Office Use Only

Interviewer's Notes:

**APPLICATION FOR EMPLOYMENT
PRE-EMPLOYMENT QUESTIONNAIRE
AN EQUAL OPPORTUNITY EMPLOYER**

PERSONAL INFORMATION

NAME			SOCIAL SECURITY NUMBER
PRESENT ADDRESS	CITY	STATE	ZIP
PERMANENT ADDRESS (if different from above)	CITY	STATE	ZIP
PHONE NUMBER	ARE YOU 18 YEARS OR OLDER? YES <input type="checkbox"/> NO <input type="checkbox"/>		

DESIRED EMPLOYMENT

POSITION	DATE AVAILABLE TO START	SALARY/WAGE DESIRED	WHO REFERRED YOU TO AAA SERVICE CO?
EVER WORKED @ AAA SERVICE CO BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>	WHEN?	WHERE?	HAVE YOU EVER WORKED IN CARPET CLEANING OR RESTORATION BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>
REASON FOR LEAVING	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"/>
NAME OF LAST SUPERVISOR AT THIS COMPANY			

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE				



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Interviewer's Notes:

GENERAL	
SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	

FORMER EMPLOYERS			
NAME OF PRESENT OR MOST RECENT EMPLOYER			EMPLOYER'S PHONE NUMBER
ADDRESS	CITY	ST ATE	ZIP
YOUR JOB TITLE			STARTING PAY
DATES OF EMPLOYMENT FROM ____ / ____ TO ____ / ____			ENDING PAY
DESCRIPTION OF WORK / RESPONSIBILITIES			
REASON FOR LEAVING			
NAME OF SUPERVISOR			TITLE
MAY WE CONTACT YOUR SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/>			SUPERVISOR'S PHONE



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Interviewer's Notes:

FORMER EMPLOYERS			
NAME OF PREVIOUS EMPLOYER			EMPLOYER'S PHONE NUMBER
ADDRESS	CITY	ST ATE	ZIP
YOUR JOB TITLE			STARTING PAY
DATES OF EMPLOYMENT FROM ____ / ____ TO ____ / ____			ENDING PAY
DESCRIPTION OF WORK / RESPONSIBILITIES			
REASON FOR LEAVING			
NAME OF SUPERVISOR			TITLE
MAY WE CONTACT YOUR SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/>			SUPERVISOR'S PHONE

FORMER EMPLOYERS			
NAME OF PREVIOUS EMPLOYER			EMPLOYER'S PHONE NUMBER
ADDRESS	CITY	ST ATE	ZIP
YOUR JOB TITLE			STARTING PAY
DATES OF EMPLOYMENT FROM ____ / ____ TO ____ / ____			ENDING PAY
DESCRIPTION OF WORK / RESPONSIBILITIES			
REASON FOR LEAVING			
NAME OF SUPERVISOR			TITLE
MAY WE CONTACT YOUR SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/>			SUPERVISOR'S PHONE



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Interviewer's Notes:

REFERENCES				
PLEASE GIVE THE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR				
NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

SERVICE RECORD		
BRANCH OF SERVICE	SERVICE DATES	DISCHARGE RANK
	FROM ____ / ____ TO ____ / ____	
	FROM ____ / ____ TO ____ / ____	

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, EXPLAIN (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)		
HAVE YOU RECEIVED TICKETS FOR ANY TRAFFIC VIOLATIONS IN THE LAST 3 YEARS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, EXPLAIN (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)		

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."

"I AUTHORIZE AAA SERVICE COMPANY TO ORDER AND EXAMINE MY MOTOR VEHICLE REPORT FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY TO BE INSURED TO OPERATE THE COMPANY VEHICLES."

"I AUTHORIZE AAA SERVICE COMPANY TO ORDER AND EXAMINE A CRIMINAL BACKGROUND CHECK IN CONSIDERING MY EMPLOYMENT. I UNDERSTAND THAT THIS WILL NOT NECESSARILY EXCLUDE ME FROM CONSIDERATION OF EMPLOYMENT WITH AAA SERVICE COMPANY."

DATE

APPLICANT SIGNATURE

