

# APPLICATION FOR EMPLOYMENT

Parsons House La Porte

PRE-EMPLOYMENT  
QUESTIONNAIRE  
AN EQUAL OPPORTUNITY  
EMPLOYER

## PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	DATE
ADDRESS NUMBER	STREET	CITY	STATE
POSITION APPLIED FOR		<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY	
ARE YOU AVAILABLE TO WORK ANY SHIFTS?			
		<input type="checkbox"/> MORNING	<input type="checkbox"/> AFTERNOON
		<input type="checkbox"/> LATE NIGHT	
DATE AVAILABLE	SALARY DESIRED	TELEPHONE NUMBER	
WHO REFERRED YOU TO THIS COMPANY? (CIRCLE ONE)			
EMPLOYMENT AGENCY		NEWSPAPER	FRIEND
STATE EMPLOYMENT OFFICE		COLLEGE PLACEMENT SERVICE	
WALK-IN			

## GENERAL

NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS NUMBER	STREET	CITY	STATE
		ZIP CODE	
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? (CIRCLE ONE)	
		YES    NO	
NAME OF SUPERVISOR	TITLE	PHONE	
DESCRIPTION OF WORK			
REASONS FOR LEAVING			

LAST

FIRST

NAME OF PREVIOUS EMPLOYER			
Address	Number	Street	City
			State
			Zip Code
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? (CIRCLE ONE) YES NO	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASONS FOR LEAVING			

**REFERENCES** BELOW, GIVE THE NAME OF TWO PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS PHONE	YRS. ACQUAINTED
NAME	ADDRESS	BUSINESS PHONE	YRS. ACQUAINTED

Are you over 18 years old?

Have you ever been employed with us before?

If so, please state location and dates of employment: \_\_\_\_\_

Are you legally authorized for employment in the United States?

*(If offered employment, you will be required to provide documentation to verify your identity and legal authorization for employment.)*

Have you ever been convicted of, or have you pled guilty or not contest to, a felony offense? If yes,

please explain in the space below.

*(You may omit convictions for possession of marijuana (except convictions for possession of marijuana on school grounds or of concentrated cannabis) that are more than two years old; any information concerning a referral to, and participation in, any pretrial or post trial diversion program; and any criminal conviction that has been pardoned, sealed, expunged or dismissed upon probation.)*

If Yes, please explain:

*(Answering "yes" to this question will not automatically bar you from employment unless applicable law requires such action).*

Are you physically and mentally able to perform the essential functions of the position(s) for which you are applying with or without accommodation?  Yes  No

\*Please note that as a condition of employment, after an offer of employment is made, all applicants will be tested for drugs and alcohol and will be subject to a criminal background check.

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I authorize the Company to verify their accuracy and to obtain reference information on my work performance. I hereby release the Company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for revocation of any offer or, if I am hired by the Company, for immediate termination of employment.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand and acknowledge that any employment relationship with this company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without notice and with or without cause. I understand that this agreement for at will employment overrides any contrary statement made to me and can be changed only in a writing so stating and signed by the Company's President.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**