

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Personal Information

DATE _____

NAME (LAST NAME FIRST)			
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				

Background Information Release Authorization

Cofer Bros., Inc.

Applicant's Last Name	Applicant's First Name	M.I.
_____	_____	_____
Address		

City	State	Zip
_____	_____	_____
		How long at this address?
		_____ years _____ months
		Surname (if applicable)

Initials

_____ **Social Security Administration Request:** I hereby authorize the Social Security Administration to release to Cofer Bros., Inc. a DEQY (Detailed Earning Query) furnishing employer names and addresses for the seven years preceding my dated signature below. I hereby authorize the information to be sent to the following address:
Cofer Bros., Inc., 2300 Main Street, Tucker GA 30084.

_____ **Reference Checks:** I authorize and request all persons, companies and organizations (including schools) to furnish any information requested by Cofer Bros., Inc. I release from liability any person, company or organization furnishing such information and release Cofer Bros., Inc., its employees and agents, from liability arising from any employment decision which is based, in whole or in part, upon such information.

_____ **Drug Screening:** I understand that as a condition of my employment and at the company's expense, I may be required to submit to drug testing for alcohol, drugs and controlled substances. I hereby release Cofer Bros., Inc., its employees and agents, from any and all liability which may arise out of or in connection with any drug screening.

_____ **Motor Vehicle Reports:** I authorize and request all persons, law enforcement agencies, Clerks of Traffic Courts, Departments of Motor Vehicles and State Repositories of Record Information to furnish any information about my driving record requested by Cofer Bros., Inc. I release from liability any person, law enforcement agencies, Clerks of Traffic Courts, Departments of Motor Vehicles or State Repositories of Record Information furnishing such information and release Cofer Bros., Inc., its employees and agents, from liability arising from any employment decision which is based, in whole or in part, upon such information.

_____ **Criminal Records Check:** I authorize and request all persons, law enforcement agencies, Clerks of Criminal Courts, and State Repositories of Record Information to furnish any information about me requested by Cofer Bros., Inc. I release from liability, any person, law enforcement agencies, Clerks of Criminal Courts, or State Repositories of Record Information furnishing such information and release Cofer Bros., Inc., its employees and agents, from liability arising from any employment decision which is based, in whole or in part, upon such information.

I give Cofer Bros., Inc. the right to investigate my background at any time and to conduct the various checks listed above. I affirm that the information above is true and correct. I understand that the Applicant Background Questionnaire is part of the application process. Falsification of answers will be grounds for rejection or later termination.

Signature of Applicant: _____ Date: _____