



Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE

Requirements:

- Must be able to pass a drug test.
- Must be able to pass a background check.
- Must have a valid driver's license.

IES is an equal opportunity employer.

Personal Information

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

Employment Desired

POSITION	DATE YOU CAN START (MM/DD)	DESIRED RATE OF PAY
ARE YOU EMPLOYED NOW?	YES NO	IF YES, CAN WE CONTACT YOUR CURRENT EMPLOYER? YES NO
HAVE YOU EVER APPLIED TO IES BEFORE?	YES NO	WHERE WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			YES NO	
COLLEGE			YES NO	
OTHER (TRADE, BUSINESS, ETC.)			YES NO	

General Information

SPECIAL TRAINING
SPECIAL SKILLS
U.S. MILITARY SERVICE (PLEASE INCLUDE YOUR RANK AT TIME OF SEPARATION)

Employment History (PLEASE LIST YOUR MOST RECENT EMPLOYER FIRST)

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

CONTINUED ON THE OTHER SIDE

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

NAME	BUSINESS	CONTACT EMAIL OR PHONE NO.	NO. 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.

SIGNATURE

DATE

For Office Use Only

INTERVIEWED BY

DATE

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER