

Moore's Grading Application for Employment

PERSONAL INFORMATION

Date: _____

Name _____
Last Name First Name Middle Name

Present Address _____
Street City State

Phone Numbers _____
Home Cell

Own Home / Rent / Other

Are you authorized to work in the United States? YES / NO

What language do you read, speak or write fluently? _____

Are you over the age of 18? YES / NO

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____

SALARY DESIRED _____ ARE YOU EMPLOYED NOW? _____

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____

LIST EQUIPMENT YOU HAVE EXPERIENCE WITH AND # OF YEARS _____

EDUCATION

NAME AND LOCATION OF SCHOOL

GRADUATED -
DEGREE ?SUBJECTS
STUDIED

GRAMMAR SCHOOL

HIGH SCHOOL

COLLEGE

TRADE, BUSINESS OR
CORRESPONDENCE SCHOOL**FORMER EMPLOYERS**

LIST BELOW LAST FOUR EMPLOYERS STARTING WITH LAST ONE FIRST.

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

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS & PHONE NUMBER	BUSINESS	YEARS ACQUAINTED

IN CASE OF EMERGENCY NOTIFY _____

NAME

ADDRESS

PHONE NUMBER

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I understand that I will be subject to pre-employment drug screen and random drug / alcohol testing once hired.

Date _____

Signature: _____