



APPLICATION FOR EMPLOYMENT (Pre-Employment Questionnaire)

Please **PRINT** in blue or black ink to complete this application.

PERSONAL INFORMATION

NAME: _____ D.O.B.: ____ / ____ / ____
LAST FIRST MIDDLE MO DAY YR

SOCIAL SECURITY NUMBER

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 GENDER MALE FEMALE

1. Are you Hispanic or Latino? Yes/No
2. Please select the racial category or categories that best represent(s) you. You may select more than one category.
(Please note that these are IPEDS-derived racial categories.)

American Indian or Alaska Native Black or African American White
 Asian Native Hawaiian or Other Pacific Islander

PRESENT ADDRESS
 STREET _____
 CITY, STATE, ZIP _____

PERMANENT ADDRESS
 STREET _____
 CITY, STATE, ZIP _____

HOME PHONE _____ CELL PHONE _____ EMAIL _____

EDUCATION

TRAINING	NAME and CITY/STATE	DATES ATTENDED		DID YOU GRADUATE?	SUBJECT OF STUDY
		FROM	TO		
High School					
Trade, Technical, Business, or Correspondence School					
College, University, or Professional School					

Special Skills:

Activities: (Civic, Athletic, etc.)

EMPLOYMENT DESIRED

POSITION DESIRED	DATE AVAILABLE	DESIRED SALARY
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EMPLOYMENT HISTORY (List last three employers, current/most recent first)

DATES OF EMPLOYMENT	NAME AND ADDRESS OF EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
From:				
To:				
From:				
To:				
From:				
To:				

May we contact current/former employers? (Please see below) Yes No

US Military or Naval Service: _____ Rank: _____

Present Membership in National Guard or Reserves: _____

REFERENCES (provide the names of four persons not related to you)

Name	Phone / Email	Nature of Relationship	Years Acquainted

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Rules and Regulations of Williamson College of the Trades (hereinafter referred to as "Williamson"), and I agree that my employment and compensation may be terminated. I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Williamson. I understand that no Williamson representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I understand that as a potential Williamson employee I am required to undertake a pre-employment drug screening test, and a Criminal Background Check and ensure results are provided to the school.

I have/have not (circle one) been convicted of any Felony Charges (if you have, attach information to this form).

I authorize present and former employers and individuals I have listed as personal references to furnish information about my employment record, including a statement regarding work performance, abilities, and other qualities pertinent to my qualifications for employment, and, if relevant, the reason for the termination of my employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

Signed _____ Date _____