Form 1

Applicant Information Sheet

Date:_____

Name: _____

Address: _____

_____

Phone: _____

What type of work do you desire?

_____

_____

_____

What work experience do you have?

_____

_____

_____

Equipment you have been trained to operate?

_____

_____

_____

Are you currently employed?

_____

_____

_____

_____

If we should offer you a job, how soon could you be ready to start?

_____

What salary or hourly rate would you like to receive?

_____

Form 2

Telephone Interview Report

Name _____ Phone _____

How long have you lived at your current address? _____

How long in the state? _____

Do you smoke? ◯ Yes ◯ No

Are you currently employed? ◯ Yes ◯ No

How long? _____

Do you have experience in ◯ Yes ◯ No

Address _____

City _____

Will transportation be a problem? ◯ Yes ◯ No

The next two questions are for information only and you are not required to answer either of them.

1. What is your marital status? ◯ Married ◯ Single ◯ Separated ◯ Divorced - How long? _____

2. Do you have children? ◯ Yes ◯ No

   Their ages? _____

When could you be available? ◯ Immediatley ◯ 1 Week ◯ 2 Weeks ◯ Other _____

What hour would you be available? ◯ Part time ◯ Full time

Weekends? ◯ Yes ◯ No

What initial salary would you expect? _____

Comments: _____

_____

_____

Voice:	◯ Pleasant	◯ Nondescript	◯ Nervous	◯ Rasping
Manner:	◯ Smooth	◯ Vivacious	◯ Gregarious	◯ Apathetic
Ease of Expression:	◯ Fluent	◯ Organized	◯ Hesitant	◯ Slow but clear
Clarity of Expression:	◯ Good grammar	◯ Poor grammar	◯ Lapses	

Appointment: Time: _____ Day: _____

If you decide not to offer an appointment, close with something like, "This is obviously a screening interview. We will contact those people we feel are most qualified for our needs by 6:00 pm this evening. Let me confirm your telephone number."

Employment Application

Name: _____

Address: _____

Phone: _____

Type of work you desire: _____

_____

Current earnings (or most recent job) _____

Are you presently employed? ❍ **Yes** ❍ **No**

If we offered a job, when would you be available? _____

What skills do you have/what have you been taught to do?

_____

_____

Education (please answer in the order in which you attended with most recent being last):

Name of and type of school: (i.e. elementary, high school, college, etc.)

Did you graduate?

_____

_____

_____

_____

Present or most recent employer? _____

How long employed? _____

Address: _____

Supervisor's Name _____

May we contact them?

Present Employer? ❍ **Yes** ❍ **No**

Former Employers? ❍ **Yes** ❍ **No**

Employment History

(please begin with most recent employer):

Dates Employed (from-to)	Employer	Brief Job Description	Pay	Reason for Leaving

What information would you like to add? _____

_____

_____

_____

_____

_____

The information above is true and accurate to the best of my knowledge. I understand that if I am offered a job with your company, accept it, and later it is determined that my answers to any of the above questions are not truthful; I may be dismissed from employment.

Signature of applicant_____**Date** _____