Farmhouse Creamery LLC  Pre-Employment Questionnaire

Equal Opportunity Employer Date:

**Personal Information**

|  |  |
| --- | --- |
| Name       | Email address      |
| Present Address      | City/State/Zip Code      | Date of Birth      |
| Permanent Address      | City/State/Zip Code      |
| Phone      | Cell Phone      | Referred By:      |

**Employment Desired**

|  |  |  |
| --- | --- | --- |
| Position      | Date You Can Start      | Salary Desired      |
| Are You Employed? [ ]  Yes [ ]  No | If yes, may we inquire of your present employer? [ ]  Yes [ ]  No |
| Ever applied to this company before? [ ]  Yes [ ]  No | Where?      | When?      |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Location of School** | **Years Attended** | **Year of Graduation** | **Subjects Studied** |
| **High School** |       |       |       |       |
| **College** |       |       |       |       |
| **Trade, business or correspondence school** |       |       |       |       |
| U.S. Military      | Rank      |

**Former Employers**: List last three employers, starting with most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date****Month and Year** | **Name and Phone # of Employer** | **Salary** | **Position** | **Reason for Leaving** |
| From:       |       |       |       |       |
| To:       |  |  |  |  |
| From:       |       |       |       |       |
| To:       |  |  |  |  |
| From:       |       |       |       |       |
| To:       |  |  |  |  |

**References**: List the names of three persons not related to you, whom you have known at least one year.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telephone Number | Business | Years Known |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **For each shift, please place an “X” in the box to indicate if you are available to work.** |
| Monday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No  |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No |
| Tuesday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No  |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No  |
| Wednesday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No  |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No  |
| Thursday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No  |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No |
| Friday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No |
| Saturday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No |
| Sunday | 11:30am - 5:00pm |  [ ]  Yes [ ]  No |
|  | 5:00pm - 10:00pm (plus closing) |  [ ]  Yes [ ]  No |

**How many hours are you looking for?**

**What makes you a good candidate for hire at Farmhouse Creamery LLC?**

**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."

Date:       Signature: (type name)