

Far East Recruitment, Inc.
APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire

GENERAL INFORMATION

First Name:
Last:

Middle:
Social Security:

Address:
City:

State: Zip Code:

Phone (1)

Phone (2)

Referred By:

EMPLOYMENT

Position:
Salary:

Start Date (mm/dd/yy):

Presently Employed

YES NO

Can Employer be called?

YES NO

Have you ever been convicted of a crime?

YES NO

Transportation

YES NO

EDUCATION

Name and Location of School:

Years:

Graduated: YES NO

Subjects Studied:

College/Technical:

Years

Graduated: YES NO

Subjects Studied

Subjects of special training/skills:

PREVIOUS EMPLOYMENT

Visa Type:

Expiration Date:

Start Month/Year:

End Month/Year:

1. Company Name:

Address:

Phone:

Position Held:

Reason for Leaving:

Start Month/Year:

End Month/Year:

2. Company Name:

Address:

Phone:

Position Held:

Reason for Leaving:

Start Month/Year:

End Month/Year:

REFERENCES

1. Name:

Address:

Phone:

Relationship:

Years Known:

2. Name:

Address:

Phone:

Relationship:

Years Known:

SKILLS and QUALIFICATIONS

Please Circle the following skills in which you have proficient knowledge in or have on-the-job experience.

Secretary:

Commercial Legal Sales Insurance Shorthand Executive

Clerical:

File Clerk Receptionist Data Entry Typist Switchboard

Bookkeeping:

Accts Payable Payroll Spreadsheet General Ledger

General:

Mailroom Adding Machine

WPM(words per minute):

KPH (keystrokes per hour):

MEDICAL APPLICATIONS

Transcription Terminology CPT4 ICD9

Other:

"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 present and former employers, and individuals I have listed as personal references, to furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information. I also understand and agree that no representative of Far East Recruitment, Inc. 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 representative of Far East Recruitment, Inc.

Date

Name