



# Pre-Interview Application for Employment

Fax to: 312-321-0632 and we will contact you for an interview

Please complete both sides. Please print.

Date of Application: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_

Address \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Other Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ Best Number to reach you: \_\_\_\_\_

How did you hear about Shoreline? \_\_\_\_\_

## Education

High School \_\_\_\_\_ Graduate \_\_\_\_\_

College Attended/Attending \_\_\_\_\_ (Expected) Graduation Date \_\_\_\_\_

Years Attended \_\_\_\_\_ Major/Course of Study \_\_\_\_\_

Other Training/Special Skills \_\_\_\_\_

## Availability:

Start Date:		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

## Work Experience:

From \_\_\_\_\_ To \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor Name \_\_\_\_\_  Ok to call supervisor for reference?

Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ Per \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor Name \_\_\_\_\_  Ok to call supervisor for reference?

Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ Per \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**For office use only:** interview date \_\_\_\_\_ Mgr. \_\_\_\_\_

Please answer the following questions. Please print.

**What would you say is your most desirable quality as an employee?**

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**What is one short-term goal you have when entering a new job?**

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**What aspect of a job is most important to you? (i.e. - pay, hours, people, management etc.)**

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**Do you have a driver's license?**  Yes  No

**What will be your main mode of transportation to work?** \_\_\_\_\_

**Medical Health**

Do you currently have any health problems or physical limitations that would prevent you from working during scheduled hours or performing any specific tasks?

Yes  No

If yes, please explain \_\_\_\_\_

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**In case of emergency, please notify:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Relationship to you \_\_\_\_\_

In conjunction with your application for employment, a routine inquiry may be made. This inquiry typically concerns information on an applicant's character, general reputation, personal characteristics, and work habits. Further information on the nature and scope of such a report, if one is made, is available to you upon written request.

It is also understood and agreed that I will serve on a probationary period not to exceed 90-days, during which time the company may terminate my employment for any reason not contravening Federal or State regulations.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause to cancellation of the application and/or for a separation from the company's service if I have been employed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date