

BETTER WAY OF MIAMI, INC.
APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION				
NAME: _____				DATE: _____
LAST	FIRST	MIDDLE	S.S. #: _____	
PRESENT ADDRESS: _____				
STREET		CITY	STATE	ZIP
PERMANENT ADDRESS _____				
STREET		CITY	STATE	ZIP
PHONE NUMBER (CURRENT) _____		EMAIL ADDRESS: _____		
ARE YOU 18 YRS. OR OLDER? YES <input type="checkbox"/> NO <input type="checkbox"/>				
ARE YOU EITHER A CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES <input type="checkbox"/> NO <input type="checkbox"/>				

EMPLOYMENT DESIRED	
POSITION: _____	DATE YOU CAN START: _____
SALARY DESIRED: _____	
ARE YOU EMPLOYED NOW? _____	
IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____	
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? _____	
WHERE? _____ WHEN? _____	
REFERRED BY: _____	

EDUCATION	NAME & LOCATION OF SCHOOL	NO. OF YRS. ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE/BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SPECIAL SKILLS _____

EXCLUDE ORGANIZATIONS THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE _____	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____
The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.	

FORMER EMPLOYMENT				
DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHAT DID YOU LIKE MOST ABOUT THE JOB? _____

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

<u>NAME/BUSINESS</u>	<u>PHONE</u>	<u>EMAIL ADDRESS</u>	<u>YRS. ACQUAINTED</u>
1.			
2.			
3.			

IN CASE OF AN EMERGENCY, NOTIFY: _____

NAME	ADDRESS	PHONE NUMBER
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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.

IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT, I UNDERSTAND AND AGREE THAT BACKGROUND INQUIRIES MAY BE REQUESTED BY BETTER WAY OF MIAMI SEEKING INFORMATION AS TO MY CHARACTER, WORK HABITS, INCLUDING ASSESSMENTS AS TO MY JOB PERFORMANCE, EXPERIENCES, AND ABILITIES, ALONG WITH REASONS FOR TERMINATION OF PAST EMPLOYMENT. I UNDERSTAND AND AGREE THAT BETTER WAT OF MIAMI MAY REQUEST INFORMATION FORM VARIOUS FEDERAL, STATE, AND OTHER AGENCIES, INCLUDING PUBLIC AND PRIVATE SOURCES, WHICH MAINTAIN RECORDS CONCERNING MY PAST ACTIVITIES RELATING MY DRIVING RECORD, CREDIT HISTORY, CRIMINAL RECORD, CIVIL MATTERS, PREVIOUS EMPLOYMENT, WORKER'S COMPENSATION CLAIMS, EDUCATIONAL BACKGROUND, AND OTHER PAST EXPERIENCES.

I AUTHORIZE, WITHOUT RESERVATION, VERIFICATION OF ANY AND ALL INFORMATION CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE AND RELEASE ALL PARTIIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU. I ACKNOWLEDGE THAT A TELEPHONC FACSIMILE (FAX) OR PHOTOGRAPHIC COPY OF THIS RELEASE SHALL BE VALID AS THE ORIGINAL. THIS RELEASE IS VALID FOR ALL FEDERAL, STATE, COUNTY, AND LOCAL AGENCIES AND AUTHORITIES.

ACCORDING TO THE FAIR CREDIT REPORTING ACT, I AM ENTITLED TO KNOW IF EMPLOYMENT IS DENIED BECAUSE OF INFORMATION OBTAINED BY MY PROSPECTIVE EMPLOYER FROM A CONSUMER REPORTING AGENCY. IF SO, I WILL BE SO ADVISED AND BE GIVEN THE NAME OF THE AGENCY OR SOURCE OF INFORMATION, A COPY OF THE REPORT AND A SUMMARY OF MY RIGHTS.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

DATE: _____ SIGNATURE: _____

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is used for general use throughout the United States.