



Virginia Forklift, Inc.
 1501 Jefferson Davis Hwy.
 P.O. Box 24307
 Richmond, VA 23224
 804-230-2560 FAX: 804-233-4906

PRE-EMPLOYMENT QUESTIONNAIRE

Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Last Name	First Name	Middle Name	Date:
Street Address:			Home Phone:
City, State, Zip			Business/Other Phone:
Have you ever applied for employment with us? <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you eligible for employment in the United States?
What job are you applying for? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			Rate of Pay Expected: \$
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO			When will you be available for work?
If yes, may we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EDUCATION

SCHOOL	NAME & LOCATION OF SCHOOL	Years Completed	Did you Graduate?
High School			
College			
Other			

FORMER EMPLOYERS (List last four employers, starting with the last or current one)

DATE Month / Year	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offenses(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation

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GENERAL

Subjects of special study or special training skills:		
Have you ever been in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you now a member of the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Specialty:	Date Entered:	Discharge Date:

REFERENCES

Please list three references, other than relatives or previous employers

	Name	Address	Phone
1			
2			
3			

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon Virginia Forklift Inc. to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Signed:	Date:
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