

Hollins Organic Products

6247 Falls Road
Baltimore, MD 21209
(410) 828-0210

Application for Employment

(Pre-employment Questionnaire)

Application Date: _____

Personal Information

Name

Last First Middle Social Security Number

Present Address

Street City State Zip

Permanent Address

Street City State Zip

Phone Numbers

Home Phone Cell Phone

Are you 18 years of age or older? _____

Are you either a U.S. Citizen or an Alien Authorized to work in the U.S.? _____

Employment Desired

Desired Position _____ Date you Can Start _____ Salary Desired _____

Are you Currently employed? _____ If so, may we inquire of Your present employer? _____

Have you ever applied to this company before? _____ When? _____

Referred by: _____

General Information

Subjects of special study or research work: _____

Special Skills: _____

Activities (civic, athletic, etc.): _____

U.S. Military or Naval Service? _____ Rank: _____

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Education				
	Name and Location of School	# of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade School				

Former Employers - List your last three employers, starting with the most recent one first.

Date (month & year)	Name and Address of Employer	Salary	Position	Reason for Leaving
To:				
From:				
To:				
From:				
To:				
From:				

References List 3 people, not related to you, whom you have known at least 1 year

Name	Phone Number	Business	Years Acquainted
1.			
2.			
3.			

In case of Emergency, Notify _____
Name
Phone Number

The following statement applies in Maryland and Massachusetts. It is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

“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 listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I understand 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