

*The Dahlmann*  
**CAMPUS INN**

**APPLICATION FOR EMPLOYMENT**

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

				<u>DATE</u>
				<u>SOCIAL SECURITY NUMBER</u>
<u>NAME</u>	<u>LAST</u>	<u>FIRST</u>	<u>MIDDLE</u>	
<u>PRESENT ADDRESS</u>				
	<u>STREET</u>		<u>CITY</u>	<u>STATE</u> <u>ZIP</u>
<u>PERMANENT ADDRESS</u>				
	<u>STREET</u>		<u>CITY</u>	<u>STATE</u> <u>ZIP</u>
<u>PHONE NUMBER</u>	<u>ARE YOU 18 YEARS OR OLDER?</u>			<input type="checkbox"/> YES <input type="checkbox"/> NO

**EMPLOYMENT DESIRED**

<u>POSITION</u>	<u>PART TIME</u> <u>FULL TIME</u>	<u>DATE YOU CAN START</u>	<u>SALARY DESIRED</u>
<u>ARE YOU EMPLOYED NOW?</u>		<u>IF SO MAY WE CONTACT YOUR PRESENT EMPLOYER?</u>	
<u>HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN TRAFFIC VIOLATIONS?</u>			
<u>IF SO, WHAT WAS THE NATURE OF THE OFFENSE?</u>			
<u>ARE YOU CURRENTLY UNDER TREATMENT FOR DRUG OR ALCOHOL ABUSE?</u>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>IF YES, PLEASE EXPLAIN</u>			

<u>HAVE YOU EVER BEEN DISCHARGED FROM A JOB IN THE LAST TEN YEARS?</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<u>IF YES, UNDER WHAT CIRCUMSTANCES?</u>	

<u>HAS A FORMER EMPLOYER EVER REFUSED TO PROVIDE A FAVORABLE REFERENCE?</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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<u>ARE YOU WILLING TO TAKE A DRUG TEST?</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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WE CHECK ALL EMPLOYEES WITH THE MICHIGAN STATE POLICE TO VERIFY WHETHER THEY HAVE A CRIMINAL RECORD.

**EDUCATION**

SCHOOL	# OF YRS. ATTENDED	NAME OF SCHOOL	CITY	COURSE	DID YOU GRADUATE?
HIGH					
COLLEGE					
OTHER					

**EXPERIENCE**

NAME AND PHONE NUMBER OF COMPANY	DATE		LIST YOUR DUTIES	STARTING SALARY	FINAL SALARY	REASON FOR LEAVING
	FROM	TO				

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

NAME	PHONE NUMBER	BUSINESS	YEARS ACQUAINTED

IN CASE OF EMERGENCY  
NOTIFY

NAME

ADDRESS

PHONE NUMBER

"I CERTIFY BY SIGNING OR BY ELECTRONICALLY AFFIXING MY SIGNATURE BELOW THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF EMPLOYED, ANY FALSIFIED STATEMENTS ON THIS APPLICATION ARE 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 ANY AND ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

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."

SIGNATURE

DATE

PLEASE RETURN COMPLETED APPLICATIONS TO:

*The Dahlmann*  
**CAMPUS INN**  
615 EAST HURON STREET  
ANN ARBOR, MI 48104  
ATTENTION: PERSONNEL MANAGER  
(734)769-2247  
(734)769-6222 FAX