

THE ORANGE PLANET

5650 Metro East Dr.
PLEASANT HILL, IOWA 50327

PRE-EMPLOYMENT QUESTIONNAIRE

Name (Last) _____ (First) _____ (Middle) _____

Social Security Number _____

Address _____ Length of Residence _____

Phone (Home) _____ (Business) _____ (Cell) _____

Previous Address _____ Length of Residence _____

Email Address _____

1. Are you an U.S. Citizen? _____ If not, do you have the legal right to remain and work in the U.S.? _____

2. Have you been convicted of a crime or misdemeanor in the past 7 years involving anything other than a minor traffic violation? Yes _____ No _____

3. Have you ever applied for employment with us before? _____ When? _____

4. How were you referred to us? _____

5. May we contact your current employer? _____

Position that you are applying for? _____

What date are you available to start? _____

Circle the appropriate positions that you are applying for: Full-time Part-time

What hours are you available for Weekdays? _____

Weekends? _____ Evenings? _____

Do you have a valid Driver's License? _____ Chauffeurs License? _____

Do you have a valid CPR certification? _____ Year completed? _____

Are you willing to get CPR qualified within 30 days of hire should you be employed? _____

Do you have a First Aid Certificate? _____ Year completed? _____

List your special skills _____

List any other items that you feel help describe you as it relates to being an employee for consideration by this company. _____

The Orange Planet is a completely Tobacco and Drug Free Environment!

EDUCATION

School & Address	Dates	Course of Study	Graduated	Diploma/Degree
------------------	-------	-----------------	-----------	----------------

1. _____

2. _____

3. _____

4. _____

EMPLOYMENT HISTORY

Present employer _____ From _____ To _____

Address _____

Phone _____ Supervisor Name _____

Job Duties _____

Reason for leaving _____ Salary _____

Past employer _____ From _____ To _____

Address _____

Phone _____ Supervisor Name _____

Job Duties _____

Reason for leaving _____ Salary _____

Past employer _____ From _____ To _____

Address _____

Phone _____ Supervisor Name _____

Job Duties _____

Reason for leaving _____ Salary _____

Describe good qualities of a supervisor.

The Orange Planet has my permission to contact the references below concerning my work abilities, experience and skills. Yes _____ No _____

Full Name	Address	Phone	Relation to them
-----------	---------	-------	------------------

1. _____

2. _____

3. _____

I authorize investigation of all statements contained in this questionnaire. I have honestly represented the material on this questionnaire and understand any misrepresentation or omission of facts called for in this questionnaire is cause for dismissal, if employed.

All employees of The Orange Planet are employees at will and are employed for any indefinite term. You are entitled to leave your employment with or without cause just as The Orange Planet is entitled to terminate your employment with or without cause or without notice.

Signature _____ Date: _____

OFFICE USE ONLY: Interviewed by _____ Date: _____