

TRI-COUNTY PROCESS SERVING LLC
EQUAL OPPORTUNITY EMPLOYER
P.O. BOX 1224, BOISE, IDAHO, 83701 (208) 344-4132 (800) 473-3454

*APPLICATION FOR EMPLOYMENT
 PRE-EMPLOYMENT QUESTIONNAIRE*

DATE: _____

PERSONAL INFORMATION

NAME SOCIAL SECURITY#
 LAST FIRST MIDDLE

PRESENT ADDRESS
 STREET CITY STATE ZIP

PERMANENT ADDRESS
 STREET CITY STATE ZIP

ARE YOU 18 YEARS OR OLDER? YES NO PHONE NO.

IN CASE OF EMERGENCY NOTIFY
 NAME ADDRESS PHONE NO.

EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED

ARE YOU EMPLOYED NOW? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? WHEN?

WHO REFERRED YOU TO THIS COMPANY: EMPLOYMENT AGENCY NEWSPAPER ADVERTISEMENT
 STATE EMPLOYMENT OFFICE COLLEGE PLACEMENT SERVICE
 WALK-IN FRIEND OTHER: _____

EDUCATION

SCHOOL LEVEL	NAME & LOCATION	YEARS ATTENDED	GRADUATE? Y/N	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDANCE SCHOOL				

GENERAL

SPECIAL TRAINING, CERTIFICATE OR LICENSE

PRESENT OR LAST EMPLOYER

NAME

ADDRESS

STARTING DATE

LEAVING DATE

MONTH

YEAR

MONTH

YEAR

WEEKLY STARTING SALARY

WEEKLY FINAL SALARY

JOB TITLE

MAY WE CONTACT YOUR SUPERVISOR?

NAME AND TITLE OF SUPERVISOR

PHONE NUMBER

DESCRIPTION OF WORK

REASON FOR LEAVING

PRESENT OR LAST EMPLOYER

NAME

ADDRESS

STARTING DATE

LEAVING DATE

MONTH

YEAR

MONTH

YEAR

WEEKLY STARTING SALARY

WEEKLY FINAL SALARY

JOB TITLE

MAY WE CONTACT YOUR SUPERVISOR?

NAME AND TITLE OF SUPERVISOR

PHONE NUMBER

DESCRIPTION OF WORK

REASON FOR LEAVING

REFERENCES: NAME THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

1. What are your strengths and weaknesses?
2. List three of your most important/proudest accomplishments.
3. What kind of work environment do you prefer?
4. What motivates you? ALSO Have you used these motivators with others?
5. What is your experience with automated systems and with computers in general?
6. What are some aspects of your present position that you like?
7. What are some aspects of your present position that you dislike?
8. Can you install software on computers and perform basic maintenance on them?
9. Starting with your last job, would you tell me about some of your achievements that were recognized by your superiors?
10. What are some things you would like to avoid in a job? Why?
11. What are some of the things on your jobs that you feel you have done particularly well?
12. What does success mean to you? How do you judge it?
13. What are some of the things about your last job that you found difficult to do?
14. What are some of the problems you encounter in doing your job? Which one frustrates you the most? What do you usually do about it?
15. How has your present job developed you to take on even greater responsibilities?
16. Customers frequently create a great deal of pressure. What has been your experience in this area?
17. What types of pressures do you experience on your current job? How do you cope with these pressures?
18. In your current position what types of decisions do you make without consulting your immediate supervisor?
19. What types of experiences have you had in dealing with difficult customers?
20. What will your last supervisor tell me are your two weakest areas?

21. Do you have reliable transportation and are you able to run various errands for the company?
22. Do you have a valid auto insurance policy?
23. Are you able to work 8:30 am to 5pm, Monday-Friday? If so, are you able to work past 5pm?
24. Do you have any mental or physical impairment that you prevent you from performing the job you are applying for?
25. Have you ever been convicted of a crime (even a withheld judgement)? If yes, please explain.
26. Do you have experience working independently, if so explain?
27. How would you describe your organizational skills?
28. What are your short-term personal and professional goals? (1-5 years)
29. What are your long-term personal and professional goals? (1-5 years)
30. Are you familiar with the Boise area?
31. What hobbies/interests do you have?
32. What attributes do you have that would benefit Tri-County?
33. Why should we hire you?

AUTHORIZATION

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE

SIGNATURE