PRE-APPLICATION

Applicant Information

Full Name: _____ **Date:** _____
Last *First* *M.I.*

Address: _____
Street Address or P.O. Box *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email: _____

Date Available: _____ Do you have a Social Security (SSN) Card? **YES** ◯ **NO** ◯ Desired Salary: **$** _____

Position Applied for: _____

Are you a United States citizen or national? **YES** ◯ **NO** ◯ If no, are you authorized to work in the United States or American Samoa? **YES** ◯ **NO** ◯

Have you ever been convicted of a felony? **YES** ◯ **NO** ◯

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? **YES** ◯ **NO** ◯ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? **YES** ◯ **NO** ◯ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? **YES** ◯ **NO** ◯ Degree: _____

References

Please list three professional references.

Reference 1 Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____

Reference 2 Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____

Reference 3 Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____

Aviana Technologies

PRE-APPLICATION

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? **YES** ◯ **NO** ◯

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? **YES** ◯ **NO** ◯

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? **YES** ◯ **NO** ◯

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

General Soft & Hard Skills

	Beginner		Average		Expert
English Language:	◯	◯	◯	◯	◯
Typing Proficiency:	◯	◯	◯	◯	◯
Computer Knowledge:	◯	◯	◯	◯	◯
Search for information on the Internet:	◯	◯	◯	◯	◯

	Beginner		Average		Expert
Microsoft Word:	◯	◯	◯	◯	◯
Microsoft Excel:	◯	◯	◯	◯	◯
Analyze Information:	◯	◯	◯	◯	◯
Leadership and Supervision:	◯	◯	◯	◯	◯

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this pre-application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ **Date:** _____