

**SECTION 1- EMPLOYMENT QUESTIONNAIRE**

**Client Name:** \_\_\_\_\_

Full Employee Name \_\_\_\_\_  
Last First Middle

SSN# \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_  
Number & Street Unit # City State Zip County

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Type of Work Desired (Describe) \_\_\_\_\_ Part Time  Full Time

Are you 18 years of age or older?  Yes  No If under 18, please state your age \_\_\_\_\_  
(If you are under 18, employment is subject to verification that you are of legal minimum age and can furnish any required work permit.)

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes  No

Have you been employed through Phoenix Payroll Solutions previously? Yes  No

If yes, when? \_\_\_\_\_ Position \_\_\_\_\_

Have you ever been convicted of a crime, entered a plea of nolo contendere (no contest) to a crime, pled guilty to a crime, had adjudication withheld or received a suspended sentence (regardless of the ultimate adjudication) for a crime? [  ] Yes [  ] No  
If Yes, give details concerning the type of crime, the date of the conviction or plea, the penalty imposed, and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been arrested and charged with any misdemeanor or felony not disclosed above for which you are out on bail or free on your own recognizance pending disposition or trial (do not include minor traffic infractions for which no court appearance is necessary)? [  ] Yes [  ] No  
If Yes, give the date(s) and details of the arrest or charge and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been sued for causing the death of, or injury to any person, or damage to any property (e.g., for assault, battery, defamation, etc.)? [  ] Yes [  ] No  
If Yes, give details concerning the nature of the claims and defenses raised by the parties, the outcome of the action (e.g., settlement, jury verdict, or other disposition), and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Answering "Yes" to the three previous questions is not an automatic bar to employment. Factors such as age at the time of the offense, seriousness, and nature of the violation, relatedness to the job sought, and evidence of rehabilitation will be taken into account. However, please be advised that a misstatement or omission in answering these questions may be grounds for disciplinary action, including discharge

**PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW**

The facts set forth in my enrollment are true and complete. I authorize the investigation of all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employers from all liability on account of furnishing such information. I understand that false statements, omissions or misleading statements on this application shall be considered sufficient cause for refusal to hire or dismissal and I agree that my employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. I hereby authorize investigation of my employment history, including the contacting of the employers listed previously on my application.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_