



COI Enterprises

37450 IH-10 West, Ste. 101 Boerne, TX 78006

PH: 830-816-2104 FAX: 830-816-2454

Application for Employment

Pre-Employment Questionnaire
Equal Opportunity Employer

Personal Information

Date _____

Name (Last, First Middle)		SSN	
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Phone	Cell	Email Address	

Employment Desired

Position			Date Available to Start	Salary Desired	
Have you previously applied with COI?	Yes If Yes, list date _____	No	Were you previously employed by COI?	Yes If Yes, list date _____	No
Are you currently employed?	Yes	No	May we contact your current employer?	Yes	No
Are you available to travel?	Yes	No	Are you currently on "lay-off" status and subject to recall?	Yes	No

Work Availability	Full Time	Part Time	Temporary
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Are you prevented from lawfully becoming employed in this country due to Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment</i>	Yes	No
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Have you been convicted of a felony within the last 7 years? <i>Conviction will not necessarily disqualify an applicant from employment.</i>	Yes	No
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If yes, please explain

Languages spoken



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Education

	High School	College or Trade School	Graduate or Professional
School Name and Location			
Years Attended			
Date Completed			
Diploma, Degree or Certification			
Professional licences or certifications (examples include Journeyman Electrician, TDLR ACR, MCSD)	Trade / Profession	Licence Number	State Certified (if applicable)
Other special training, certifications, apprenticeship or skills			
State any additional information you feel may be helpful to us in considering your application			
US Military Service	Branch	Rank	Dates



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Employment Experience

Date Month and Year	Name and Address of Employer	Position	Salary	Reason for Leaving
From				
To				

Responsibilities

Date Month and Year	Name and Address of Employer	Position	Salary	Reason for Leaving
From				
To				

Responsibilities

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To				

Responsibilities

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From				
To				

Responsibilities

References

Have you had any job-related training in the United States military? Yes No

If Yes, please describe