

# Employment Information Inquiry Form Sample PDF

The **employment information inquiry form sample PDF** is a valuable resource for collecting comprehensive job-related data efficiently. This document assists employers and HR professionals in gathering essential employee details in a structured format. Utilizing this form ensures accurate records and streamlines the hiring process.

## Sample Employment Information Inquiry Form

Personal Information	
Full Name	_____
Date of Birth	____ / ____ / ____
Contact Number	_____
Email Address	_____
Employment Information	
Position Applied For	_____
Department	_____
Date Available to Start	____ / ____ / ____
Employment Type	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary
Previous Employment	
Most Recent Employer	_____
Position Held	_____
Dates Employed	From: ____ / ____ / ____ To: ____ / ____ / ____
Reason for Leaving	_____
<b>Declaration:</b> I certify that the information provided in this form is accurate and complete to the best of my knowledge. Signature: _____ Date: ____ / ____ / ____	

For a printable version, download the [Employment Information Inquiry Form Sample PDF](#).