



# APPLICATION FOR EMPLOYMENT

We Are An Equal Opportunity Employer

## PERSONAL DATA

NAME	LAST	FIRST	MIDDLE	DATE
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)				
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)				
HOME PHONE		CELL PHONE		SOCIAL SECURITY NUMBER
ARE YOU LEGALLY AUTHORIZED OR PERMITTED TO WORK IN THE UNITED STATES? YES _____ NO _____	ARE YOU 16 OR OVER? YES _____ NO _____ (IF UNDER 18, A WORK PERMIT IS REQUIRED)	HAVE YOU EVER BEEN CONVICTED OF A CRIME? ANSWERING YES TO THIS QUESTION WILL NOT BE AN ABSOLUTE BAR TO AN OFFER OF EMPLOYMENT. YES _____ NO _____ IF YES, EXPLAIN _____ _____ _____ _____		

## PLACEMENT INFORMATION

POSITION OR TYPE OF WORK DESIRED		ARE YOU INTERESTED IN: _____ FULL TIME    _____ PART TIME    _____ SEASONAL/TEMP					
HOURS AVAILABLE TO WORK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	AM						
	PM						
SALARY OR WAGE DESIRED		DATE AVAILABLE		ARE YOU AVAILABLE TO WORK OVERTIME IF REQUESTED?			
WHO OR WHAT REFERRED YOU TO BANKSVILLE EXPRESS PRINTING?							

## EDUCATION RECORD

LIST LAST SCHOOL AND ALL BUSINESS, TRADE SCHOOLS AND COLLEGES ATTENDED			
NAME AND LOCATION OF SCHOOL	MAJOR/MINOR	DEGREE	YEARS ATTENDED

EXTRA CURRICULAR ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC.) YOU ARE NOT REQUIRED TO LIST ACTIVITIES WHICH MAY REVEAL YOUR RACE, RELIGION, SEX OR NATIONAL ORIGIN.
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BANKSVILLE EXPRESS PRINTING DOES NOT DISCRIMINATE IN HIRING OR TERMS OR CONDITIONS OF EMPLOYMENT ON THE BASIS OF AGE, SEX, RACE, COLOR, CREED, ANCESTRY, RELIGION, DISABILITY, NATIONAL ORIGIN, CITIZENSHIP STATUS, VETERAN STATUS, MILITARY STATUS, SEXUAL ORIENTATION, PREGNANCY, MEDICAL CONDITION OR ANY NON-JOB OR NON-BUSINESS RELATED FACTORS OR ANY OTHER BASIS UPON WHICH DISCRIMINATION IS PROHIBITED BY MUNICIPAL, STATE, OR OTHER FEDERAL LAW. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION TO BE USED FOR SUCH DISCRIMINATION

## EMPLOYMENT HISTORY

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. LEAVE NO TIME UNACCOUNTED FOR. IF LIMITED PREVIOUS EMPLOYMENT, LIST THREE PERSONS NOT RELATED, WHO HAVE KNOWN YOU FOR SOME TIME.

PRESENT/LAST EMPLOYER	TELEPHONE NUMBER (    )	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED _____ TO _____	BASE SALARY OR WAGE START _____
POSITION TITLE	MO. YR.      MO. YR.	END _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		

  

FIRST PREVIOUS EMPLOYER	TELEPHONE NUMBER (    )	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED _____ TO _____	BASE SALARY OR WAGE START _____
POSITION TITLE	MO. YR.      MO. YR.	END _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING		

  

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_      PHONE (    ) \_\_\_\_\_

  

NEXT PREVIOUS EMPLOYER	DATES EMPLOYED _____ TO _____ MO. YR.      MO. YR.	TELEPHONE NUMBER (    )
NEXT PREVIOUS EMPLOYER	DATES EMPLOYED _____ TO _____ MO. YR.      MO. YR.	TELEPHONE NUMBER (    )
NEXT PREVIOUS EMPLOYER	DATES EMPLOYED _____ TO _____ MO. YR.      MO. YR.	TELEPHONE NUMBER (    )
NEXT PREVIOUS EMPLOYER	DATES EMPLOYED _____ TO _____ MO. YR.      MO. YR.	TELEPHONE NUMBER (    )
NEXT PREVIOUS EMPLOYER	DATES EMPLOYED _____ TO _____ MO. YR.      MO. YR.	TELEPHONE NUMBER (    )

## OCCUPATIONAL REFERENCES

(LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES)

CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REF.	YEARS ACQUAINTED
ADDRESS (STREET, CITY, STATE, ZIP CODE)	TELEPHONE NUMBER (    )

  

CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REF.	YEARS ACQUAINTED
ADDRESS (STREET, CITY, STATE, ZIP CODE)	TELEPHONE NUMBER (    )

IN ORDER FOR BANKSVILLE EXPRESS PRINTING TO CONDUCT REFERENCE CHECKS, PLEASE LIST ANY OTHER NAME YOU HAVE WORKED UNDER

The following answers will help us obtain a better understanding of you. Please complete the questions below.

WHAT DO YOU FEEL ARE YOUR OUTSTANDING STRENGTHS?

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WHAT DO YOU FEEL YOUR WEAKNESSES ARE?

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WHAT GOALS WOULD YOU WANT TO REACH IN THE NEXT THREE YEARS AT BANKSVILLE EXPRESS? SUMMARIZE BRIEFLY:

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HAVE YOU ANY OTHER COMMENTS?

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**IMPORTANT, READ BEFORE SIGNING**

The filing of an application with Banksville Express Printing is a preliminary step to employment. It does not obligate Banksville Express Printing to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of employment. Banksville Express Printing reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Banksville Express Printing at any time.

• I authorize investigation of all matters contained in this application which Banksville Express Printing may deem relevant to my employment and authorize my previous employers or persons having information concerning me or my record to report such information to Banksville Express Printing and such persons are hereby released from all liability for issuing such information. Banksville Express Printing will keep all such information confidential except where such information is required to be released by law or order of a court or other authority. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose that fact. I understand that if employed by Banksville Express Printing such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Banksville Express Printing has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for company record keeping.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE