

Application For Employment

{PLEASE PRINT PLAINLY}

Dear Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely

interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

PERSONAL

Date: _____

Full Name: _____ M.I. _____ Social Security No. _____

Present Address: _____
 No. Street City State Zip

Telephone: _____ Are you legally eligible for employment in the US? _____

Do you have reliable transportation? _____ On what date will you be available for work? _____

Position(s) applied for _____ Rate of pay expected \$ _____/wk

Would you work Full-Time _____ Part-Time _____ Specify days and hours if part-time _____

Have you been previously employed by us? _____ If yes, when? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

RECORD OF EDUCATION

School/ Training	Name and Address of School	Course of Study	Check Last Year Completed	Did you graduate?	List Diploma Or Degree
Elementary			5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Military, Trade...)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES (not former employers or relatives)

<u>Name and Occupation</u>	<u>Address</u>	<u>Phone Number</u>

(continued on next page)

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Name and Address of Company and type of Business	From To				Describe the work you did	Weekly starting salary	Weekly ending salary	Reason for leaving	Name of Supervisor
_____	Mo	Yr	Mo	Yr					

Telephone: _____									

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Telephone: _____									

- All the information contained in this application is accurate. I understand any misrepresentation of information could nullify my chance of employment, and, if hired, could be grounds for termination.
- I understand that, if I am hired, I will be considered an at-will employee and have no guarantee of future employment.
- I authorize Precision Printing to conduct a complete background investigation.
- I authorize anyone to release all information regarding my previous employment; including but not limited to dates, title, attendance, wage, performance, and eligibility for rehire.

Name (print): _____

Sign: _____ Date: _____