Name:



# EMPLOYMENT APPLICATION

Equal Opportunity Employer

Thanks for your interest in working for us!

## Please review these important features of our hiring process:

- 1 We accept applications at all times only from persons with specific recent experience in certain specialties in our industry. See the recruiter for detail
- 2 Other applications are only accepted if a current vacancy exists
- 3 You may be asked to review information about our mission, our high standards for employees and specific job requirements, and certify your understanding, before applying
- 4 Your application is active only for 60 days. (Or until the current hiring process closes, whichever is later To be considered for openings after that, an updated application will be required
- 5 We conduct background checks, drug testing, job related testing, and team interview to learn about you and your abilities before any hiring decisions are made
- 6 Hiring is a two way process We encourage you to ask questions and will do our best to answer them.
- 7 Due to the number of applicants we often have, we cannot notify each and every applicant not selected. Only those selected for further interview will be called
- 8 Sometimes internal candidates are being considered along with outside applicant
- 9 All job offers are contingent on passing our fitness for duty assessment Job offers are not final until confirmed in writing
- 10 Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best qualified person for the job

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PLEASE IIVI HAL		

## **APPLICATION FOR EMPLOYMENT**

#### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants considered regardless of race, religion, color, age sex, marital status, nationality, veteran status or non-disqualifying disability

#### **INSTRUCTIONS - PLEASE READ**

This is a general employment application required for all jobs. If a job vacancy exists, you may also be asked to complete a more detailed survey of your qualifications as they relate to a specific job in our company. Please print or write clearly, do not type. Answer all items, even if you have a resume. Check over your final application for accuracy, especially important numbers like Social Security number, phone numbers, etc. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

Today's Date										
Last Name				Fir	st Name			Initial	Other nai	mes used, dates:
Present Street Address					City			State		Zip
Previous Address if at pr	resent address les	s than 3 y	rs		City			State		Zip
Home Telephone Numb	er	Message	Phone			Emergency Cor	ntact Person		Emergency F	Phone
Are you at least 18?	If under 18, do y		work permit?	Car	you prov	ide proof that yo	u can be lawfull	ly employe	d in the U.S.?	
Yes No Have you applied here before? Yes No	Yes If yes, when?		ive you worked for this comfore?  Yes No			and in what capa	acity?			
Do any of your relatives Yes	or persons living	n your hou			es, pleas	e provide name(	s)			
Position applied for:			Have you don	e this kir	nd of work	before? If yes,	where?	Da	ite you are ava	ailable to start
List other jobs you believe	ve you may be qu	alified for:								
How were you referred to Newspaper  Walk-in	o us? Employee	,	name)				School (name			
		iairie)					• ` '			
Your Preferred Schedule Full Time	Temp. /	Seasonal	What weel	k days a	nd hours a	are best for you?	•	What wou	ıld be your sec	ond choice?
Part Time	On Call									
Check if you are willing to Full Time?	to accept regular value Temp./So	vork on: easonal	☐ Day Shift?		☐ Nigl	nt Shift?	Weekend	-	ou stay late or	short notice if required
Part Time?	On Call?	1	Evening Shift	t?	☐ Var	able shifts?			Yes	No
Any prior commitments of more than a few hour			e O Yes	O N		s, Please explain	1:	1		
Are you now, or do you any other business or er		ged in	O Yes	O N		s, Please explain	n:			
List any certificates or lic	censes you hold re	elated to ye	our qualifications for t	he work	you seek:			Are yo	ou willing to rel	ocate?

Assoc. Ind. #AP1 (9/2008)

### **EDUCATION**

School Name and Full Address		Attended Dates:		Graduate	d? Degree & Major Are	a GPA	
High School		From:	To:	Graduato	a. Bogioo a major 7 ilo	3 0171	
1.19.							
College/Univ.							
College/Univ.							
Trade, Other							
Are you currently a student? If Yes, Explain:	Ş	Scholastic hono	rs achieved:				
Outside activities while in school which you feel reflect	t your abilities:						
Plans for future education/training:							
WORK HIGTORY							
WORK HISTORY - Start with PRESENT or most				lunteer work if f	ull time or your major activity	/.	
Name of Organization	Employment Dates (		r)	Type of Busine	ess or industry		
	FIOIII	То					
Street Address		City			State	Zip	
Street Address		City			State	Zip	
Supervisor Name, Title: May we contact? Phone	Number				Employment Status (FT, PT	, contract)	
Your job title(s), duties, skills used		I			Reason for leaving		
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		Employment	Dates (Month and year)	Type of Busines	s or Industry	
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OLUNTEER ACTIV						
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