SPECTRUM SOFTWARE INC

EMPLOYMENT APPLICATION

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Job Description:

May include all or some of the following. Loading digital printers with paper and monitoring the printing process. Cutting, punching and binding printed paper. Packaging finished paper products for shipment. Some computer interaction is possible but not necessary and will depend on the task.

APPLICANT INFORMATION								
Last Name			First			M.I.	Date	
Street Address							Apartment/Unit #	
City			State			ZIP		
Phone			E-mail Address					
Date Available	Soc	cial Se	ecurity No.			Pay	/hour	
Are you a citizen of the United States? YES	S NO If no, are you	ı auth	norized to work in	the	U.S.? YES NO			
Have you ever worked for this company? YES NO If so, when?								
Have you ever been convicted of a felony? YES NO If yes, explain:								
EDUCATION								
High School	School		Address					
From To	Did you graduate	? YE	ES NO		Degree			
College			Address					
From To	Did you graduate	? YE	S NO		Degree			
Other		A	Address					
From To	Did you graduate	? YE	S NO		Degree			
PREVIOUS EMPLOYMENT								
Company				Phone ()				
Address				Supervisor				
Job Title								
Responsibilities								
From To	Reason for Lo	Reason for Leaving						
May we contact your previous supervisor for a reference? YES NO								
Company				Phone ()				
Address				Supervisor				
Job Title								
Responsibilities								
From To	Reason for Lo	eavir	ng					
May we contact your previous supervisor for a reference? YES NO								

Full Name Relationship Company Phone () Address Relationship Company Phone () Address Desired Position Light Industrial Work Days/Hours Available - Please mark AM or PM too. Monday Hours Available: from to Tuesday Hours Available: from to Wednesday Hours Available: from to Thursday Hours Available: from to Friday Hours Available: from to Saturday Hours Available: from to Sunday Hours Available: from To Sund	REFERENCES	Please list two professional references					
Address Full Name Relationship Company Phone () Address Desired Position Light Industrial Work Days/Hours Available – Please mark AM or PM too. Monday Hours Available: from to Tuesday Hours Available: from to Wednesday Hours Available: from to Thursday Hours Available: from to Thursday Hours Available: from to Saturday Hours Available: from Saturday Hours	Full Name		Relationship				
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Days/Hours Available – Please mark AM or PM too. Monday Hours Available: from to Tuesday Hours Available: from to Wednesday Hours Available: from to Thursday Hours Available: from to Friday Hours Available: from to Saturday Hours Available: from to							
COMPUTER SKILLS Please list any computer skills you have below:	Days/Hours Available Monday Tuesday Wednesday Thursday Friday Saturday Saturday	Hours Available: from Hours Available: from Hours Available: from Hours Available: from Hours Available: from Hours Available: from Hours Available: from	to to to to				
	DISCLAIMER AND SIGNATURE I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.						
I certify that my answers are true and complete to the best of my knowledge.	Signature		Date				
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