

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	Social Security No.		Pay	/hour
Are you a citizen of the United States? YES NO If no, are you authorized 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		Address		
From	To	Did you graduate? YES NO	Degree	
College		Address		
From	To	Did you graduate? YES NO	Degree	
Other		Address		
From	To	Did you graduate? YES NO	Degree	

PREVIOUS EMPLOYMENT

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	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 Leaving
May we contact your previous supervisor for a reference? YES NO		

REFERENCES

Please list two professional references

Full Name

Relationship

Company

Phone ()

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 _____

Friday _____ Hours Available: from _____ to _____

Saturday _____ Hours Available: from _____ to _____

Sunday _____ Hours Available: from _____ to _____

COMPUTER SKILLS

Please list any computer skills you have below:

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.

Signature

Date