



Application for Employment

PIP considers applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, marital or veteran status, physical or mental disability, sexual orientation, medical condition or any other legally protected status.

(PLEASE PRINT)

Name		Date
Address	City/State/Zip	
Home Telephone	Business/Message Telephone	Social Security Number

Position Desired	
Date Available	Salary Desired
How did you hear of opening? (list newspaper, referral, etc.)	

If employed you will be required to submit proof of your legal right to work in the United States.

If under 18 years of age, can you, after employment, submit a work permit? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you available to work: Full Time Part Time Overtime Weekends

Can you perform the essential job functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Are you available to travel? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

Conviction will not necessarily disqualify an applicant from employment.

Have you ever had any job-related training in the United States Military? Yes No

If yes, please explain: _____

Professional References: (list persons other than former employers or relatives)		
Name	Address	Phone Number
1.		
2.		
3.		

Education

	Name and Location	No. of Years	Course of Study/Degree
High School			
College/University			
Graduate			
Professional/Other			

Technical Skills

<p>Printing Background</p> <p><input type="checkbox"/> Instant <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____ _____</p> <p>How long? _____</p> <p>Pre-Press/Camera</p> <p><input type="checkbox"/> Layout/Paste-Up <input type="checkbox"/> Stripping <input type="checkbox"/> Metal Plates <input type="checkbox"/> Itek Camera <input type="checkbox"/> Other _____ _____</p> <p>How long? _____</p>	<p>Press</p> <p><input type="checkbox"/> A.B. Dick <input type="checkbox"/> Other _____ _____</p> <p>How long? _____</p> <p>Business</p> <p><input type="checkbox"/> Shorthand _____ wpm <input type="checkbox"/> Typing _____ wpm <input type="checkbox"/> Other _____ _____ _____ _____</p>	<p>Personal Computers</p> <p><input type="checkbox"/> IBM/PC <input type="checkbox"/> Macintosh <input type="checkbox"/> Other _____ _____</p> <p>Software</p> <p><input type="checkbox"/> Windows <input type="checkbox"/> Word for Windows <input type="checkbox"/> Excel <input type="checkbox"/> Lotus <input type="checkbox"/> PageMaker <input type="checkbox"/> PowerPoint <input type="checkbox"/> Database applications <input type="checkbox"/> Other _____ _____ _____</p>
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Special Skills and Qualifications

Please explain your interest in this particular position, and related skills and abilities. Describe your relevant background and experience. *You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or any other protected status.*

Employment Experience

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, or other protected status. If you need additional space, please continue on a separate piece of paper. ***Please fill out completely, do not use "see resume."***

Dates Employed: From: _____ To: _____
Starting Salary/Hourly Rate _____ Ending Salary/Hourly Rate _____
Job Title _____ Supervisor _____
Employer _____ Address _____
City/State/Zip _____ Telephone Number _____
Work Performed _____

Reason for Leaving _____

Dates Employed: From: _____ To: _____
Starting Salary/Hourly Rate _____ Ending Salary/Hourly Rate _____
Job Title _____ Supervisor _____
Employer _____ Address _____
City/State/Zip _____ Telephone Number _____
Work Performed _____

Reason for Leaving _____

Dates Employed: From: _____ To: _____
Starting Salary/Hourly Rate _____ Ending Salary/Hourly Rate _____
Job Title _____ Supervisor _____
Employer _____ Address _____
City/State/Zip _____ Telephone Number _____
Work Performed _____

Reason for Leaving _____

Applicant's Statement

1. I certify that all my statements and answers in this application are true and complete. I understand that any untrue or incomplete statements or omissions of requested information in this application, in interviews and/or in my resume may result in my later discharge, if I become employed by PIP Printing.
2. I authorize all schools which I attended and all of my previous employers to furnish to PIP Printing or its representatives my records, reason for leaving, and all information they may have concerning me, and I hereby release them and their employees and PIP Printing and its employees from all liability for any damage whatsoever arising therefrom. I also authorize and give permission to PIP Printing and its representatives/agents to undertake a credit check, criminal background check and investigation of all statements in this application.
3. I understand and agree that, unless otherwise defined by applicable law, any employment relationship with PIP Printing will be on an "*at will*" basis. Upon hire, I will be required to sign an employment agreement acknowledging my "*at will*" employment. This means that I may resign at any time and PIP Printing may discharge me at any time, with or without cause or notice. Further, I acknowledge that the procedures, policies and practices of PIP Printing, its employee handbook, and the conditions of my employment, except the "*at will*" relationship, may be changed at any time by PIP Printing in its sole discretion and do not and will not constitute an employment contract or imply any contractual obligations.
4. I understand that this "*at will*" employment relationship may not be changed by any verbal exchange, written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
5. I understand that, in the event of a job offer, I may be privy to sensitive information and may be asked to execute a confidentiality and noncompete agreement. I will also be asked to submit for review and copying, documents indicating my legal authorization to work in the United States. This procedure is in compliance with the Immigration and Reform Act of 1986, which applies to all persons hired with any U.S. employer after November 6, 1986. Upon submission of these documents I will also be asked to sign an INS form I-9 under penalty of perjury indicating that I am a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an alien who is otherwise authorized by immigration laws to obtain employment in the U.S.

Signature of Applicant _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY
