

# Full-Time/Part-Time Application

Application Date: \_\_\_\_\_

## Position(s) Applying For:

Name      
 (Last) (First) (MI) (Social Security #)

Address      
 (Street) (City) (State) (Zip)

Home Telephone ( ) - Cell Phone ( ) -

E-mail Address

Are you 18 years old or over?  Yes  No If not, give date of birth \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Employer  Phone ( ) -

Have you been convicted of or pleaded no contest to a felony within the last 5 years?  Yes  No

If yes, please explain: \_\_\_\_\_  
 (Conviction will not necessarily disqualify an applicant for employment)

Are you available to work  Full-Time  Part-Time  Temporary

What shift and/or hours would you be available?  
 1<sup>st</sup> Mon.-Fri. 7:00 a.m.-3:00 p.m.  
 2<sup>nd</sup> Mon.-Fri. 3:00 p.m.-11.00 p.m.  
 3<sup>rd</sup> Sun.-Thur. 11:00 p.m.-7:00 a.m.

On what date would you be available for work?  Salary Desired

## Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Did you graduate?				
Describe Course of Study:				
Specialized training, and skills				
Your interests or hobbies				
Strengths and Weaknesses				

# Employment Experience

Start with your present job. Include full-time military service assignments and full-time volunteer activities

1. Employer	Telephone ( ) -	Dates Employed <b>From To</b>		Work Performed
Address				
Job Title		Starting rate		Final rate
Reason for Leaving				
2. Employer	Telephone ( ) -	Dates Employed <b>From To</b>		Work Performed
Address				
Job Title		Starting rate		Final rate
Reason for Leaving				
3. Employer	Telephone ( ) -	Dates Employed <b>From To</b>		Work Performed
Address				
Job Title		Starting rate		Final rate
Reason for Leaving				
4. Employer	Telephone ( ) -	Dates Employed <b>From To</b>		Work Performed
Address				
Job Title		Starting rate		Final rate
Reason for Leaving				
<b>References:</b> Give three references who are not relatives or previous employers				
<b>Name</b>	<b>Address</b>			<b>Phone Number</b>

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Phillips Graphic Finishing LLC.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date