



# Employment Application

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ SSN \_\_\_\_\_

HOME/MESSAGE PHONE \_\_\_\_\_ CELL \_\_\_\_\_ Email \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ Date available for work? \_\_\_\_\_

Shift(s) available: Days Evenings Nights Would you prefer to work: Full Part time Temporary

Are you legally entitled to work in the United States? Yes No Proof of right to work in the U.S. will be required if hired

Are you 18 years or older? Yes No If no, employment is subject to minimum legal age requirements.

Have you been convicted of a felony or released from prison within the past ten years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) Yes No

If yes, please indicate the date and nature of the offense \_\_\_\_\_

What are your starting monthly salary expectations? \_\_\_\_\_

Have you ever previously applied to or been employed by this company? If yes, when? \_\_\_\_\_

How did you learn about the opening? \_\_\_\_\_

EDUCATION			GRADUATE		
	Name and Location of School	Years Completed	Yes	No	Degree Received
High School					
College					
Trade					
Business, or					
Graduate School					

Were you known by any other name at any job or school listed on this application? Yes No If yes, what name? \_\_\_\_\_

Indicate school or employer \_\_\_\_\_

Indicate any other skills related to the position you are seeking \_\_\_\_\_

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**EQUAL OPPORTUNITY EMPLOYER**

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please start with most recent employer, include military service. If currently employed, may we contact your employer? Yes No

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Wage at exit \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Wage at exit \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Wage at exit \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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Job Title \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Wage at exit \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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APPLICANT'S STATEMENT

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

I authorize Cole Graphic Solutions, Inc. to investigate all statements contained in this application and to request information about me from previous employers and educational institutions. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (Cole Graphic Solutions, Inc.) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information that may be sought in arriving at an employment decision.

*We strive to provide a safe, drug free work environment for our employees. All new hires are required to submit to and pass pre-employment drug testing and background check. I understand that any offer of employment is conditional pending the results.*

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I also understand that I am required to abide by all current and subsequently issued rules and regulations of Cole Graphic Solutions, Inc. and that employment is for no definite period and may be terminated, at any time, with or without notice, by either party.

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

\_\_\_\_\_  
Date