

Please read carefully before you sign this application. Applications will be kept in active status for 6 months.

All applicants will receive consideration for employment without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, gender identity or expression, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based upon job-related factors.

Thank you for applying with Inserts East. Answer each question fully and accurately, as we will not be able to consider incomplete applications. Use blank paper if you do not have enough room on this application. PLEASE PRINT except where your signature is required.

## PLEASE PRINT

### general information

LAST NAME	FIRST NAME	TODAY'S DATE
ADDRESS	CITY / STATE / ZIP CODE	

What is the best way to contact you?

HOME PHONE	CELL PHONE	EMAIL
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If hired, can you furnish proof you are eligible to work in the United States?  Yes  No

Are you 18 years of age or older?  Yes  No

Have you ever been employed by this company before?  Yes  No

### job interest

Position applying for \_\_\_\_\_ Desired salary \_\_\_\_\_

Date you will be available to begin work, if offered a position \_\_\_\_\_

Desired employment:  Full-time  Part-time (30 or less hours per week)  Temporary

HOURS AVAILABLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM	am	am	am	am	am	am	am
	pm	pm	pm	pm	pm	pm	pm
TO	am	am	am	am	am	am	am
	pm	pm	pm	pm	pm	pm	pm

\* Are you able to work  Overtime  Holidays  Not able to work overtime or holidays

*\*Work schedules are based upon the needs of the business and may be subject to change on a weekly basis.*

**employment history information**

*Begin with most recent employer and continue with all past employers (attach additional sheets if necessary).*

MOST RECENT EMPLOYER									
Company				Phone		( )			
Address				Supervisor					
Job Title			Starting Salary		\$		Ending Salary		\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Employer #2									
Company				Phone		( )			
Address				Supervisor					
Job Title			Starting Salary		\$		Ending Salary		\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Employer #3									
Company				Phone		( )			
Address				Supervisor					
Job Title			Starting Salary		\$		Ending Salary		\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			

<b>ADDITIONAL EXPERIENCE OR QUALIFICATIONS</b>	Please exclude organizations which indicate race, color, religion, national origin, gender, disability or other protected status.
<p><i>Please list any other experience, knowledge, skills, abilities, or qualifications which are relevant to the position for which you are applying.</i></p>	

*If applying for a position which requires a valid driver's license, please provide:*

Name as it appears on license: \_\_\_\_\_

Driver's License number: \_\_\_\_\_ State \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**education information**

EDUCATION	NAME AND ADDRESS OF SCHOOL ATTENDED	COURSE OF STUDY	DID YOU GRADUATE?	DIPLOMA OR DEGREE
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE OR UNIVERSITY			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**other information**

After your initial interview, you may be asked about any crime convictions you may have. (A conviction will not necessarily disqualify an applicant for employment.)

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Is there any other information we would need about your name or use of another name for us to be able to check your employment history?  Yes  No

If yes, please explain.

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**professional reference information**

Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			

**notification and agreement information**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all answers given by me are true, accurate, and complete. I understand that the falsification, misrepresentation, or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I authorize the investigation of all statements and information contained in this application, including but not limited to inquiries related to my education, relevant licenses, prior employment, credit, and other information required by the company and relevant to the position that may be useful in the hiring decision. I hereby grant permission to confirm the information supplied on this application by me. If I am extended an offer of employment for a position that requires driving, it may be conditioned upon the outcome of a motor vehicle report. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from making an investigation.

I understand that no representation, whether oral or written by any representative or agent of the company, at any time can constitute a contract of employment. Only the President of the Company has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the President and the employee. If hired, I understand that I will be hired at the will of the employer, and my employment may be terminated at any time, with or without reason and with or without notice.

I have read, understand, and by my signature consent to these statements.

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**Applicant's Signature**

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**Date**