

To Applicant: Read the introduction carefully before answering any questions. Various federal and state laws, as well as regulations for federal government contractors, prohibit discrimination because of race, color, religion, sex, national origin, age, handicap and/or military service during the Vietnam era. None of the questions contained herein are intended to elicit information in violation of these laws or to be used in a discriminating manner. All applicants applying for a position to last more than 30 days will be requested to submit to a test for intoxicants prior to employment. Failure to submit to a test will result in withdrawal of a conditional offer of employment. No applicant will be asked to take a test unless an offer of employment has been made. All offers of employment are conditional upon a negative test result. Copies of the company's Drug and Alcohol Policy are available to all applicants upon request.

Date of Application _____ Social Security Number _____ Phone: [_____] _____

Last Name _____ First Name _____ Middle Name _____

Address (Number and Street) _____

City _____ State _____ Zip Code _____

Applying for: Full Time Part Time Mornings Afternoons Evenings Nights

[This company operates 7 days a week. All employees are subject to being scheduled on Saturday or Sunday.]

Desiring employment for: Less than 1 year Less than 2 years 2 - 5 years Long Term

If a student, when will you graduate? _____ Quarter _____ Year

How many hours a week can you work? _____ Hours

Are you over 18 years of Age? Yes No

Are you presently employed? Yes No

If employed, what is your present status? Active Layoff Strike Other; explain _____

Are you legally permitted to work in the United States? Yes No

Proof of Citizenship or Immigration Status and Authority to Work in U.S. will be required upon employment.

How were you referred to this company? _____

Have you ever been convicted of a felony? [Previous conviction will not automatically result in disqualification for employment.]

Yes No If yes, explain _____

Type of position desired: _____ Salary Expected: _____ Date Available: _____

Have you been employed by this company? Yes No If Yes, where and when? _____

Are you willing to relocate, if the opportunity arises? Yes No

Friends/Relatives/Spouse Work Here? Yes No If Yes, Name, Relationship and Location _____

EDUCATION AND SKILLS

Elementary/Middle School, City, State: _____

Highest Level: 1 2 3 4 5 6 7 8

High School, City, State: _____

Highest Level: 9 10 11 12 Graduate: Yes No G.E.D. GPA: _____

Vocational/College, City, State: _____

Highest Level: 1 2 3 4 5+ Degree: _____ GPA: _____

Masters/Graduate, City, State: _____

Highest Level: 1 2 3 4 5+ Degree: _____ GPA: _____

Other [Business/Commercial/Correspondence/Etc], City, State: _____

Highest Level: 1 2 3 4 5+ Degree: _____ GPA: _____

Special Skills and Qualifications Acquired from Employment or Other Experience: _____

MILITARY

Branch of Service: _____ Dates (MM/YYYY): From _____ To _____ Rank At Separation/Discharge _____

Principal Duties While In Service: _____

Special Training Received: _____

EMPLOYMENT RECORD Please list all employment starting with present or most recent employer. Account for all periods, including unemployment and service with U.S. Armed Services. Include any relevant voluntary and/or part-time experience.

Employer: _____ Phone: [_____] _____

Address: _____

Supervisor's Name, Title: _____

Your Position and Responsibilities: _____

Dates (MM/YYYY): From _____ To _____ Reason for Leaving: _____

Employer: _____ Phone: [_____] _____

Address: _____

Supervisor's Name, Title: _____

Your Position and Responsibilities: _____

Dates (MM/YYYY): From _____ To _____ Reason for Leaving: _____

Employer: _____ Phone: [_____] _____

Address: _____

Supervisor's Name, Title: _____

Your Position and Responsibilities: _____

Dates (MM/YYYY): From _____ To _____ Reason for Leaving: _____

Employer: _____ Phone: [_____] _____

Address: _____

Supervisor's Name, Title: _____

Your Position and Responsibilities: _____

Dates (MM/YYYY): From _____ To _____ Reason for Leaving: _____

PERSONAL REFERENCES [Do not list names of relatives or former employers.]

1. Name: _____ Address: _____

Occupation: _____ Years Known: _____ Phone: [_____] _____

2. Name: _____ Address: _____

Occupation: _____ Years Known: _____ Phone: [_____] _____

3. Name: _____ Address: _____

Occupation: _____ Years Known: _____ Phone: [_____] _____

APPLICANT CERTIFICATION AND AGREEMENT

Please Read Carefully. The facts set forth in my application for employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be sufficient cause for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all claims and liabilities of any nature arising from such investigations or supplying of information for such investigations. I understand that my present employer will not be contacted before I accept employment, without my specific approval.

I agree to conform to the rules and regulations of the company, and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I further understand that no representative of the company has the authority to enter into any agreement for employment for any specified period of time.

I understand that an offer for employment will be contingent on my ability to prove that I am authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986.

Signature

Date

I authorize release of copies of this application to other companies that are affiliated with Corporate Graphics Commercial.

Signature

Date

This facility is smoke-free; smoking is not allowed anywhere within the building. Maintaining a smoke-free environment is a condition of employment for anyone working here.