

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Personal:

Applicant name: _____ Date: _____

Street address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Position(s) applied for or type of work desired: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Shift preference: _____ 1st _____ 2nd _____ 3rd _____ None

Date you will be available to start work: _____

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Have you ever been previously employed by Digital-Ink? _____ Yes _____ No

If "Yes", please provide dates of employment _____

If *under* 18, can you provide a valid work permit? _____ Yes _____ No

Do you have family or friends employed by Digital-Ink? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ State _____ No

Can you travel to other facilities if required? _____ Yes _____ No

Have you ever been convicted of a crime in the last 7 years? _____ Yes _____ No

If "Yes", please explain (a conviction will not automatically bar employment): _____

How were you referred to us? _____

Employment History:

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Equipment Operated: _____

Reason for leaving: _____

Employment History continued

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Equipment Operated: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Equipment Operated: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Equipment Operated: _____

Reason for leaving: _____

Other Skills and Qualifications:

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History:

High School: _____ City/State: _____

Course of study: _____ Years complete: 1 2 3 4 Degree: _____

Technical Training: _____ City/State: _____

Course of study: _____ Years complete: 1 2 3 4 Degree: _____

College: _____ City/State: _____

Course of study: _____ Years complete: 1 2 3 4 Degree: _____

Other Education: _____ City/State: _____

Course of study: _____ Years complete: 1 2 3 4 Degree: _____

References:

List 3 references' names, telephone numbers, and years known (do not include relatives or employers):

Please read before signing:

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

This application will be considered active for a period of sixty (60) calendar days

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ **Date:** _____

