



I n c o r p o r a t e d

Publisher of New England Showcase Magazine

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An equal opportunity employer

APPLICATION FOR EMPLOYMENT

Date _____

PERSONAL INFORMATION

Name _____
First Middle Last

Current address _____
Street City State Zip

Permanent address (if different from above) _____
Street City State Zip

Daytime telephone _____ Evening telephone _____

Email address _____

EMPLOYMENT DESIRED

Position _____

Date available to start _____ Salary desired _____

Are you employed now? Yes No If yes, when would you be available to work? _____

Have you ever applied to Howard Printing before? Yes No If yes, when? _____

How were you referred to Howard Printing?

Employment agency

Newspaper advertisement

Online advertisement

State employment office

College placement service

Walk in

Friend

Other (please indicate) _____

EDUCATION

- 1)** Name & location of high school _____
Years attended _____ Diploma or type of degree earned _____
- 2)** Name & location of college or trade school _____
Years attended _____ Type of degree earned _____
- 3)** Name & location of graduate school _____
Years attended _____ Type of degree earned _____

Other special study, training, certifications, or skills: _____

EMPLOYMENT HISTORY

Please provide information on your last three employers, starting with your current/most recent one.

- 1)** Employer name _____
Address _____
Street City State Zip
Telephone _____ Starting date _____ Leaving date _____
Reason for leaving _____
Job title _____
Responsibilities _____

Name and title of supervisor _____
May we contact this employer? Yes No

- 2)** Employer name _____
Address _____
Street City State Zip
Telephone _____ Starting date _____ Leaving date _____
Reason for leaving _____
Job title _____
Responsibilities _____

Name and title of supervisor _____
May we contact this employer? Yes No

- 3)** Employer name _____
Address _____
Street City State Zip
Telephone _____ Starting date _____ Leaving date _____
Reason for leaving _____
Job title _____
Responsibilities _____

Name and title of supervisor _____
May we contact this employer? Yes No

ADDITIONAL INFORMATION

Are you at least 18 years of age? Yes No

Do you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. Yes No

Do you possess a valid driver's license? Yes No

Have you ever been fired from a job or resigned to avoid dismissal? Yes No

If yes, please explain. _____

Have you ever served in the Armed Forces? Yes No

If yes, please indicate dates and branch of active duty. _____

REFERENCES

Please list below the names and telephone numbers of three personal/professional references who are not relatives, employers, or people already listed on this application.

1) Name _____ Telephone _____

How do you know this person? _____ Years Acquainted _____

2) Name _____ Telephone _____

How do you know this person? _____ Years Acquainted _____

3) Name _____ Telephone _____

How do you know this person? _____ Years Acquainted _____

AUTHORIZATION/ACKNOWLEDGEMENT

I certify that all information submitted by me on this application is true, accurate, and complete to the best of my knowledge. I understand that information on this application may be subject to investigation and verification, and that any false information, omissions, or misrepresentation may cause my application to be rejected or, if I am employed, may cause my employment to be terminated at any time. I authorize Howard Printing to contact the references provided and employers indicated for reference checks.

Signature

Date