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Application for Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for	Date of Application
Name	Telephone Number
Address	Secondary Telephone Number
Email	

Please note that if you are under 18 years of age you are required to furnish a work permit.

Are you legally eligible for employment in this country? Yes No

Date available for work _____ Desired salary range \$ _____

Can you meet the attendance requirements? Yes No

Type of employment desired Full-time Part-time Temporary Seasonal Educational Co-op

Have you ever pled "guilty" or "no contest" to, or been convicted of, a crime? Yes No
 ANSWERING "YES" TO THIS QUESTION DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS THE DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION, AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.
 If yes, please provide the date and details

Skills and Qualifications Summarize and training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Employment History

Employer	Start Date	End Date
Address	Telephone Number	Job Title
Supervisor and Title	Starting Hourly Pay	Ending Hourly Pay
Summarize the nature of work performed and job responsibilities	Reason for leaving	
	May we contact this person for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Start Date	End Date
Address	Telephone Number	Job Title
Supervisor and Title	Starting Hourly Pay	Ending Hourly Pay
Summarize the nature of work performed and job responsibilities	Reason for leaving	
	May we contact this person for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History (continued)

Employer	Start Date	End Date
Address	Telephone Number	Job Title
Supervisor and Title	Starting Hourly Pay	Ending Hourly Pay
Summarize the nature of work performed and job responsibilities	Reason for leaving	
	May we contact this person for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Start Date	End Date
Address	Telephone Number	Job Title
Supervisor and Title	Starting Hourly Pay	Ending Hourly Pay
Summarize the nature of work performed and job responsibilities	Reason for leaving	
	May we contact this person for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education

High School (Name and Address)	Date Completed	Year Graduated	Course of Study
College (Name and Address)	Date Completed	Year Graduated	Course of Study
Other (Name and Address)	Date Completed	Year Graduated	Course of Study

Professional References

Name	Relationship	Email	Telephone Number
Name	Relationship	Email	Telephone Number
Name	Relationship	Email	Telephone Number

How did you hear about The Messenger Press? Newspaper/Ad Friend/Family Employee On-line Other

I certify that all information I have provided in order to apply for and secure work with the employer is true, accurate, complete, and correct.

I understand that any information provided by me that is found to be false, inaccurate, incomplete, or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by

applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand no supervisor or representative of the employer is authorized to make assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature

Date