



Application for Employment

PERSONAL INFORMATION

Name _____ Social Security Number _____ - _____ - _____
 Address _____ City/State/Zip _____
 Phone No. (____) _____ Cell Phone (____) _____ Email _____

EMPLOYMENT DESIRED

Check position or type of work you are applying for:

Prepress Pressman Bindery Office Sign Shop Mail Shop Delivery Other _____

Desired starting pay: \$ _____

Are you applying for: Full-time Part-time Are you willing to work overtime? Yes No

How did you hear about Meeks Group? _____

SKILLS AND EXPERIENCE

Please list any special qualifications or skills that you feel warrant consideration by the company:

Years experience in position applying for: _____

GENERAL

Are you an American citizen? Yes No If No, are you authorized to work in the U.S.? Yes No

Do you have a current driver's license? Yes No

Driver's License #: _____ Any driving restrictions? _____

Please give current driving record: Number of Tickets: _____ Number of Accidents: _____

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

Photo I.D. Yes No

EDUCATION

Did you graduate from high school? Yes No G.E.D.

Name of college, university, business or trade school	Dates Attended	Major Field of Study	Degree/Diploma

REFERENCES

List two personal references other than relatives or former employers.

Name _____ Phone _____ Years known _____

Name _____ Phone _____ Years known _____

WORK EXPERIENCE

Name of Present or Last Employer	Type of Business	Address	City	State
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Starting Date Month Year	Leaving Date Month Year	Starting Salary	Final Salary	Job Title Name of Supervisor
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Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Job Description and Responsibilities	Explain reason for leaving this employment
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Name of Previous Employer	Type of Business	Address	City	State
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Starting Date Month Year	Leaving Date Month Year	Starting Salary	Final Salary	Job Title Name of Supervisor
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Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Job Description and Responsibilities	Explain reason for leaving this employment
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In case of emergency, please notify: _____ Phone: _____

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize the HR department and its representatives to investigate my education and employment experience and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I authorize the HR department to run a driving report on me if I am a driver prior to or at anytime during my employment.

I also authorize the HR department to run a criminal record check prior to or at any time during my employment.

I understand that employment with Meeks Group is for no definite length of time. Furthermore, I understand that just as I am free to resign at any time, Meeks Group reserves the right to terminate my employment at any time, with or without cause or prior notice. I understand that no employee or representative of Meeks Group has any authority to make assurances to the contrary.

If accepted for employment, I agree to comply with all company policies and procedures, as well as safety procedures and with all rules and regulations made known at the time of employment or any other time thereafter; and to perform all duties assigned to me to the best of my ability.

Signature _____ Date _____

We are an Equal Opportunity Employer.

All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability or age.