



RANROY PRINTING COMPANY

APPLICATION FOR EMPLOYMENT

Application must be completed in full. Referring to a resume is NOT acceptable. Thank you.

GENERAL INFORMATION			
Position(s) applied for		Date of Application / /	
Name LAST, FIRST, MIDDLE		Social Security #	
Address	City	State	Zip
Telephone []		Mobile/Pager/Other Phone []	

If you are under 18, and it is required, can you furnish a work permit? YES NO

If no, please explain.

Have you ever applied here before? If yes, give date and position. YES NO

Are you legally eligible for employment in this country? YES NO

Date available for work: / / What is your desired salary range?

Are you able to meet the attendance requirements for this position? YES NO

Driver's license number if driving is an essential job function: State:

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? YES NO

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

If yes, please provide date(s) and details.

EDUCATION/PERSONAL PROFILE

Name and location of **high school**. Years attended: Did you graduate? YES NO

Name and location of **college**. Years attended: Did you graduate? YES NO

Subjects studied:

Name and location of **trade or business school**. Years attended: Did you graduate? YES NO

Subjects studied:

Subjects of **special study** or **special skills**:

Do you **speak** any **foreign languages** fluently? YES NO Please list:

Do you **read** or **write** in any **foreign languages**? YES NO Please list: (read) (write)

Have you performed any **military service**? YES NO Rank:

Are you presently a member of the **National Guard** or **Reserves**? YES NO

Do you have any **physical limitations** that preclude you performing any work for which you are being considered? YES NO

If yes, please explain and describe what can be done to accommodate this limitation.

Please describe your **hobbies** or **special interests**.

EMPLOYMENT HISTORY Starting with most recent

1 Employer		FROM (Date) / /	TO / /	STARTING PAY	ENDING PAY
Address		City		State	Zip
Supervisor		Telephone []		STARTING JOB TITLE / FINAL JOB TITLE	
Summarize work performed and job responsibilities.				STILL EMPLOYED BY THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				REASON FOR LEAVING?	

2 Employer		FROM (Date) / /	TO / /	STARTING PAY	ENDING PAY
Address		City		State	Zip
Supervisor		Telephone []		STARTING JOB TITLE / FINAL JOB TITLE	
Summarize work performed and job responsibilities.				STILL EMPLOYED BY THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				REASON FOR LEAVING?	

3 Employer		FROM (Date) / /	TO / /	STARTING PAY	ENDING PAY
Address		City		State	Zip
Supervisor		Telephone []		STARTING JOB TITLE / FINAL JOB TITLE	
Summarize work performed and job responsibilities.				MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				REASON FOR LEAVING?	

4 Employer		FROM (Date) / /	TO / /	STARTING PAY	ENDING PAY
Address		City		State	Zip
Supervisor		Telephone []		STARTING JOB TITLE / FINAL JOB TITLE	
Summarize work performed and job responsibilities.				MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				REASON FOR LEAVING?	

REFERENCES

1 Name		Telephone []			
Years acquainted	Occupation				
Address		City		State	Zip

2 Name		Telephone []			
Years acquainted	Occupation				
Address		City		State	Zip

3 Name		Telephone []			
Years acquainted	Occupation				
Address		City		State	Zip

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds 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 liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature _____ Date / /

FOR OFFICE USE

Interviewed by

Date

/ /

Comments

Interviewed by

Date

/ /

Comments

Interviewed by

Date

/ /

Comments

Interviewed by

Date

/ /

Comments

Additional Comments

Type of acknowledgment sent

By whom?

Date

/ /