

APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition, handicap or disability, sexual orientation, citizenship status or any other status protected by law. We are an Equal Opportunity Employer.

PERSONAL

(Please Print)

Date ____/____/____.

Name _____ Soc. Sec. # _____
Last First Middle

Address _____
No. Street City State Zip

Telephone No. () _____ Referred by: Our Advt. Emp. Agency Friend or Relative Walk-In

Are you of legal age to work? Yes No. If NO, a work permit will be required.

Are you legally eligible for employment in the United States? Yes No. (If hired, verification will be required by law).

Position(s) applied for _____ Full Time Part Time

If part time, check days/hours available: Mon. _____ to _____; Tues. _____ to _____; Wed. _____ to _____;
 AM PM AM PM AM PM AM PM

Thurs. _____ to _____; Fri. _____ to _____; Sat. _____ to _____; Sun. _____ to _____.
 AM PM AM PM AM PM AM PM AM PM AM PM

Date you are available to start work: ____/____/____. Salary or wages desired: \$ _____ Hr. Wk.

Have you worked for us before? _____. If YES, When _____ Position: _____

Indicate special qualifications or skills: _____

If computer skills are required for the job position you have applied for, please check the boxes that apply to your experience:

PC Mac Both. Software applications: Word Processing Accounting Data Processing
 Graphics Presentation E-mail Internet Other _____

EDUCATION	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL				
COLLEGE		MAJOR		
		DEGREE		
OTHER				

Are you employed at the present time? Yes No. If hired, will you work overtime if required? Yes No

Have you ever been bonded in prior employment? _____. If YES, list name(s) of employer(s): _____

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? _____. If YES, list convictions:
(A conviction does not necessarily disqualify an applicant for the position being applied for. You are not obligated to disclose sealed or expunged records).



PRIOR EMPLOYMENT

(Start with most recent employer)

Employer: _____	Phone: _____ (_____)	From: _____	To: _____
Address: _____ City, State, Zip		Position: _____	
Duties: _____		Supervisor's Name: _____	
Reason for leaving: _____		Starting Salary/Wages: _____	
Reason for leaving: _____		Final Salary/Wages: _____	
Employer: _____	Phone: _____ (_____)	From: _____	To: _____
Address: _____ City, State, Zip		Position: _____	
Duties: _____		Supervisor's Name: _____	
Reason for leaving: _____		Starting Salary/Wages: _____	
Reason for leaving: _____		Final Salary/Wages: _____	
Employer: _____	Phone: _____ (_____)	From: _____	To: _____
Address: _____ City, State, Zip		Position: _____	
Duties: _____		Supervisor's Name: _____	
Reason for leaving: _____		Starting Salary/Wages: _____	
Reason for leaving: _____		Final Salary/Wages: _____	

MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

PERSONAL REFERENCES

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

The above information is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign such employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date: _____ Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

SUMMARY OF INTERVIEW: _____

Accepted for employment: Yes No. Position _____

Starting Rate \$ _____ per Hour Week Scheduled to start work: _____/_____/_____

Interviewed by: _____ Date: _____/_____/_____

Approved by: _____ Date: _____/_____/_____

This Application for Employment form has been prepared in accordance with E.E.O.C. guidelines; however, Sagamore Graphics Inc. shall not be responsible or held liable for the inclusion herein, or omission, of any questions which, when used by the employer, may violate Federal, State and/or local laws.