



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Desired Position & Type: \_\_\_\_\_ Seasonal or Permanent

Desired Hours/Schedule: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## Additional Information

Have you ever been employed by IMS before? YES NO

If yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by IMS? YES NO

If yes, please provide their names and relationship to you: \_\_\_\_\_

Are you currently employed? YES NO

May we contact your employer? YES NO

Are you currently on "lay off" status and subject to recall? YES NO

If you are under 18 years of age, can you provide proof of your eligibility to work? YES NO

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? YES NO

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? YES NO

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes, please explain: \_\_\_\_\_

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"? YES NO

If hired, do you have a reliable means of transportation to and from work? YES NO

If hired, would you be able to travel or work overtime as needed? YES NO

List any professional, trade, business or specialty licenses you hold: \_\_\_\_\_

\_\_\_\_\_

List any languages other than English that you can speak, read or write and your fluency: \_\_\_\_\_

\_\_\_\_\_

**Disclaimer and Signature**

*You must have a current, valid driver's license in order for you to apply for this job and work with Innovative Marking Systems Inc. Please attach a copy of your current, valid driver's license and a current copy of your MVR with this application. If you are hired, you will be required to participate in an initial drug screen test and will also be required to participate in future drug screen tests.*

**Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

I understand and agree that if I am employed, my employment will be "at-will", which means that the company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the company will respect my right to terminate my employment at any time with or without cause and with or without notice. I further understand that any prior representation whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by the company's president.

**Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving, criminal background, and drug screening.

**Company Obligation**

I understand and agree that the company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_