

SPECTRUM SOFTWARE INC

EMPLOYMENT APPLICATION

Job Description: May include all or some of the following.

Loading digital printers with paper and monitoring the printing process. Cutting, punching and binding printed paper. Packaging finished paper products for shipment. Some computer interaction possible but not necessary and will depend on the task.

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Around 2 nd week of Nov	Social Security No.	Pay \$8/hour
Position Applied for Light Industrial Work			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Continue Reverse Side

PREVIOUS EMPLOYMENT

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

DESIRED POSITION AND HOURS

Desired Position _____

Days/Hours Available – Please mark AM or PM too.

Monday _____	Hours Available: from _____ to _____
Tuesday _____	Hours Available: from _____ to _____
Wednesday _____	Hours Available: from _____ to _____
Thursday _____	Hours Available: from _____ to _____
Friday _____	Hours Available: from _____ to _____
Saturday _____	Hours Available: from _____ to _____
Sunday _____	Hours Available: from _____ to _____

What date are you available to start work?

COMPUTER SKILLS

Please list any computer skills you have:

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____