

PROGRESSIVE GRAPHICS

DESIGN • PRINT • MAIL • ONLINE FULFILLMENT
 2860 Crusader Circle, Virginia Beach, VA 23456
 (757) 368-3321

FOR OFFICE USE ONLY	
HIRE	Y <input type="checkbox"/> N <input type="checkbox"/>
WAGE	_____
BEGIN DATE	_____
PRO. RVW.	_____

Print All Answers **APPLICATION FOR EMPLOYMENT** An Equal Opportunity Employer

Date _____ Position Applied For _____

Name _____

Address _____
Street City State Zip

Home Telephone _____ I can begin work on _____ Date of Birth _____

Salary Desired _____

If related to anyone in our employ, state name _____

Previously employed by this Company? Yes _____ No _____ ; If yes, when? _____

_____ Check here if under eighteen years of age.

List restrictions for employment such as shift, days of week, physical condition, overtime, weekends, etc: _____

Total number of years on the job experience in position applied for: _____

List any education or training relative to the job applied for: _____

Are you a citizen of the United States of America Yes No

Previous Employment: List last 3 jobs (FILL OUT COMPLETELY)

<i>Date Month & Year</i>	<i>Name & Address of Employer</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
<i>From</i>				
<i>To</i>				
<i>From</i>				
<i>To</i>				
<i>From</i>				
<i>To</i>				

IN ADDITION, PLEASE INCLUDE A CURRENT RESUME, IF AVAILABLE

References: Give below the names of three persons not related to you who can speak of your suitability for this position.

Name	Address / Phone	Business	Years Acquainted
1.			
2.			
3.			

Have you ever been convicted of a felony or crime? Yes _____ No _____

If yes, please explain: _____

I hereby certify that all disclosures above are true and correct to the best of my knowledge. I understand that providing falsified information will disqualify my application from consideration and could be grounds, if selected for a position, for my immediate dismissal at a later date. I hereby authorize Progressive Graphics to contact any and all past or present employers, character references, or others who may state an opinion on my work habits, dependability, honesty and integrity for the benefit of deciding my eligibility for employment.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Hired _____ For Dept. _____ Position _____ Will Report _____ Wages _____

Approved by _____

Termination Record

Date Terminated _____ Voluntary _____ Involuntary _____

Reason _____