



# APPLICATION FOR EMPLOYMENT

Mitchell Graphics, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Position Sought \_\_\_\_\_  Full time  Part Time

Phone Number \_\_\_\_\_ Date Available \_\_\_\_\_ Desired Salary \_\_\_\_\_

Are you over 18 years old?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

(If offered employment, you will be required to provide documentation to verify eligibility.)

## EDUCATION

Please indicate training or education which you believe qualifies you for the position you are seeking.

High School: Years Completed  1  2  3  4  Other \_\_\_\_\_ Diploma  Yes  No G.E.D.  Yes  No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

College and/or Vocational School: Number of Years Completed  1  2  3  4  Other \_\_\_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major(s) \_\_\_\_\_ Degree(s) Earned \_\_\_\_\_

### Other Training or Degrees:

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course(s) \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

## RECORD OF CONVICTION

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?  Yes  No

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

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

## EMPLOYMENT

List last employer first, including U.S. Military Service.

May we contact your present employer?  Yes  No

If any employment was under a different name, indicate name \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job?  Yes  No

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

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### BUSINESS REFERENCES

Name \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_

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### APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Mitchell Graphics, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Mitchell Graphics, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_