



Employment Application

Notice to Any Person Seeking Employment with Printedge

- You must complete the entire application even if you have attached/submitted a resume.
- You must sign and date on the back of the application.
- After the time period for accepting applications closes, all applications will be reviewed. You will be contacted via letter or phone if further information is required.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Printedge to be an Equal Opportunity Employer. Printedge affords employment to those qualified persons without regard to race, color, religion, age sex, national origin, sexual orientation, creed, disability, marital status or status with regard to public assistance.

We have directed all managers and supervisors to emphasize this attitude in recruiting, hiring, and promoting persons in all job classifications. A fair and unbiased opportunity to advance within Printedge is offered to all qualified persons.

NOTICE TO HANDICAPPED/DISABLED APPLICANTS

Printedge will not discriminate against any applicant for employment because of physical or mental disability in regard to any position for which an applicant is qualified. Printedge agrees to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices.

Position applied for _____ Date of Application ____/____/____

Name _____
LAST FIRST MIDDLE

Personal

Name _____
LAST FIRST MIDDLE

Address _____
STREET

_____ E-mail address _____
CITY STATE ZIP CODE

Telephone # (_____) _____ Mobile/Other Phone # (_____) _____

If necessary, best time to call you at home is _____ AM
_____ PM

May we contact you at work? ☐ Yes ☐ No

If yes, work number and best time to call (_____) _____ AM
_____ PM

Are you over 18 years of age? ☐ Yes ☐ No

List positions previously applied for _____ ☐ None

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

If yes, please provide date(s) and details _____

Work Preference

Date available for work ____/____/____

Type of employment desired ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Will you relocate if job requires it? ☐ Yes ☐ No

Will you travel if job requires it? ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

Will you work overtime (more than 40 hours in a week)? ☐ Yes ☐ No

Education

High School City/State	Circle grade completed 1 2 3 4		Did you graduate? Yes No
College/Technical School/Other City/State	# of Years	Course of Study	Degree, diploma, certificate and honors received
Other job-related educational institutions, licenses, certifications, etc			

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheet if necessary).
Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE #	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATES/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATES/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? ☐ YES ☐ NO ☐ LATER		\$	PER	
EMPLOYER	TELEPHONE #	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATES/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATES/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? ☐ YES ☐ NO ☐ LATER		\$	PER	
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REASON FOR LEAVING		HOURLY RATES/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? ☐ YES ☐ NO ☐ LATER		\$	PER	

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

Skills and Qualifications

SUMMARIZE ANY SPECIAL TRAINING, SKILLS, LICENSES AND/OR CERTIFICATES THAT MAY QUALIFY YOU AS BEING ABLE TO PERFORM JOB-RELATED FUNCTIONS IN THE POSITION FOR WHICH YOU ARE APPLYING FOR.

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Applicant Statement

I certify that all the information I have provided in order to apply for an secure employment with Printedge is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of the application or (ii) immediately discharge me from Printedge, when it is discovered.

I understand I may be required to submit to a post-offer, pre-hire physical examination in order for Printedge to determine my physical ability to perform the job.

I understand my employment is contingent upon the results of a drug screen for illegal drugs. A confirmed positive screen will result in my disqualification for employment.

I authorize and consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations named in the application and/or accompanying resume to release any information to Printedge that may be required to make an employment decision.

I understand this application remains current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application. A new application must be completed for each job I wish to be considered for.

I understand my employment is not guaranteed for any term, and my employment may be terminated by Printedge or myself at any time and for any reason. No manager, supervisor or representative of Printedge is authorized to make an oral or written assurance or promise of continued employment.

Do not sign until you have read the above APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____ / ____ / ____

Bring this filled out application into the office at 9147 Cross Park Drive, Knoxville, TN 37923
or submit via email to careers@printedge.com.