



Employment Application

Applicant Information

Shearer Printing & Office Solutions is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodations in the application process, he or she should contact a company representative.

Full Name: _____ **Date:** _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ **Email:** _____

Date Available: _____ **Desired Salary:** _____

Desired Position: _____

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

Have you ever worked for this company? YES NO **If yes, when?** _____

Have you ever been convicted of a criminal offense? YES NO **Do you have reliable transportation to & from work?** YES NO
(misdemeanor or felony)

If yes, explain: _____

Education

High School: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Diploma:** _____

College: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Diploma:** _____

Other: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Diploma:** _____

References

Please list three professional references.

Full Name: _____ **Relationship:** _____

Company: _____ **Phone:** _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

At-Will Employment

The relationship between you and Shearer Printing & Office Solutions is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or by Shearer Printing & Office Solutions. No representative of Shearer Printing & Office Solutions has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either you're Sales Manager or the Company's President or Vice President.

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: _____