



Application for Employment

Personal Information

Date _____ Social Security Number _____

Name _____
Last First Middle

Address _____ Telephone _____ Mobile _____

Referred By _____

Are you 18 years of age or older? Yes No

Position Applied For _____ Date you can start work: _____

Are you presently employed? Yes No Desired Salary _____

Have you ever applied to or been an employee of Bunting Graphics? Yes No I am seeking a permanent position Yes No

Desired Shift Day Night

Education

	Name/Location of School	Years Completed	Field of Study	Degree Received
Grade School	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate/Technical	_____	_____	_____	_____

Computer Experience

Please check computer platforms, software packages you are familiar with, and other electronic or mechanical equipment that you are qualified to operate or repair.

Operating System(s) Windows Mac OSX Other _____

Additional Skills _____

Software Familiarity Microsoft Office AutoCAD

Adobe Creative Suite (Illustrator, InDesign, Photoshop, Dreamweaver)

Adobe Illustrator Adobe InDesign Quark XPress

CorelDraw Macromedia Freehand Adobe Acrobat

CASMate ProfileLab EnRoute Other: _____

Bystronic SignLab FlexiCut _____

Previous Employment

List your last three positions, starting with your last employer first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

1.

Employer _____ Address _____

Start Date _____ End Date _____

Position/Duties/Skills: _____

Supervisor _____ Phone _____

Salary upon leaving _____

Reason for leaving (be specific) _____

Are you currently employed here? Yes No

Previous Employment (continued)

2.

Employer _____ Address _____

Start Date _____ End Date _____

Position/Duties/Skills: _____

Supervisor _____ Phone _____

Salary upon leaving _____

Reason for leaving (be specific) _____
_____**3.**

Employer _____ Address _____

Start Date _____ End Date _____

Position/Duties/Skills: _____

Supervisor _____ Phone _____

Salary upon leaving _____

Reason for leaving (be specific) _____

References Please list three persons not related to you, whom you have known for at least one year:

Name	Phone	Occupation	Years acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Hobbies/Interests Please list some things that drive your personality; sports, hobbies, interests_____

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the company, without giving me prior notice of such disclosure. In addition, the company, and any former employers and references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from a personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide all company work rules, policies and procedures. The Company retains the right to revise its policies, in whole or in part, at any time.

Signature _____ Date _____
