



Target
Print & Mail

Application for Employment

We Are A Drug-Free Work Place.
Your hiring is contingent on passing a drug test.

Name _____ Date _____
Last First M.I.

Present Address _____ How Long _____
Street and No. City/State Zip Years Months

Are you 18 or older? Yes No Cell# _____

Have you ever applied for a job here before? Yes No If yes, when _____

Have you ever worked for this company before? Yes No If yes, when _____

Do you have friends or relatives who currently work for Target Print & Mail?

Name _____ Relation _____


List skills or qualifications pertaining to position(s) applying for _____

Why are you interested in working for this company? _____

What reservations or considerations do you have about working for this company? _____

Describe the formal experience you have had in dealing with the public in a work setting, volunteer work, etc. _____

PLEASE COMPLETE THE FOLLOWING

1) There are 500 books, and 15 books fit into each box. How many boxes will be needed?	5) $\$.35 \times 300 + \$5.00 =$
2) The total bill for 225 books is \$1678.50. What is the price per book?	6) What is the Sum of the following numbers? (\$64.19, \$10.00, \$75.00, \$157.50)
3) What is 15% of \$215.85.	7) $.18\text{¢} \times 637 =$
4) Measure this line: (we have rulers at front counter) 	How long in Inches? _____ How long in Millimeters? _____

This company is an equal opportunity employer and does not discriminate because of race, color, religion, sex, age, citizenship, marital status, disability, or national origin.

RECORD OF EDUCATION

	School Name and Location	Years Completed	Degree	Study or Major
High School				
College				
Graduate/Professional				
Trade/Correspondence				
Other (Including Military)			Rank at Discharge	

RECORD OF EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first.
Be sure to account for all periods of time including any period of unemployment.

1	Name and Address of Company And Type of Business	Dates Employed		Hourly Rate / Salary		Reason for Leaving	Name of Supervisor
		From	To	Starting	Final		
	Telephone	List duties and responsibilities:					
2	Name and Address of Company And Type of Business	Dates Employed		Hourly Rate / Salary		Reason for Leaving	Name of Supervisor
		From	To	Starting	Final		
	Telephone	List duties and responsibilities:					
3	Name and Address of Company And Type of Business	Dates Employed		Hourly Rate / Salary		Reason for Leaving	Name of Supervisor
		From	To	Starting	Final		
	Telephone	List duties and responsibilities:					

Please explain fully any gaps in your employment history. _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Relationship	Address	Phone Number

ARE YOU AVAILABLE TO WORK:

Full Time Days Full Time Nights Part Time Days Part Time Nights Weekends Overnight

Number of hours available per week (circle one) 40 32 24

How long would you be available to work the hours indicated above? _____

Please indicate any hours or days that you cannot work. _____

EMPLOYMENT CONDITIONS

PLEASE READ CAREFULLY

Due to the hours of operation of Target Print & Mail, Inc., overtime, shift assignment change, rotation of shifts and weekend and/or holiday work may be mandatory. If accepted for employment, I agree to abide by the rules and policies of the corporation.

I further understand that no representative of the employer has any authority to enter into any agreement with me for employment for any specific period of time, or to make any agreement contrary to the rules and policies of the employer.

I have read the above statements in full. I understand these statements and agree to the conditions of employment.

Date _____ Applicant Signature _____

Print Signature _____

What date will you be available to start, if hired? _____

Have you ever pled guilty or "no-contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred or do you have any criminal charges pending? Yes No

If yes, please give date and details of each _____

Have you ever been terminated? Yes No If yes, please explain circumstances _____

What is important to you in a job? _____

What are your plans for continued study, if any? _____

How do you spend your "spare" time? (hobbies, interests, volunteer work, organizations, clubs).

Answering this question is optional. _____

Do you have reliable transportation to get to and from work? Yes No

How would your personal and/or professional goals be forwarded by working for this company? _____

Are you comfortable with Computers, and which Software Programs do you use frequently? _____

Do you have any physical limitation that will prevent you from being able to lift a box of paper weighing 40lbs?

Yes No If yes, explain _____

AGREEMENT: PLEASE READ THE FOLLOWING AND SIGN YOUR NAME BELOW

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and the Company has the same right. No one other than the President of the Company has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the Company reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to the Company. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

I further understand that if employed I will be on a 90-day introductory period, and that termination for unsatisfactory performance during that period will not result in any Company responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed, my employment will be for no definite period and "at-will."

By signing this application, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I certify that I have received a written notification that the Company may obtain a consumer report or reports on me. I authorize this Company to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer reports" includes, but is not limited to, credit checks, criminal background checks, Department of Motor Vehicle reports, and investigative consumer reports. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.

Signature of Applicant

Date

*This application will be considered active for a maximum of thirty (30) days.
If you wish to be considered for employment after that time, you must reapply.*

FOR INTERNAL USE ONLY

Comments _____

Interview Comments _____

