



**The Merrick Printing Co., Inc.
APPLICATION FOR EMPLOYMENT**

Application Current for 30 Days

Please Print Plainly

Falsification or material misrepresentation of any information supplied by the applicant on this employment application form will be grounds for rejecting his or her application for employment and for dismissal if the falsification or misrepresentation is discovered after the individual is hired.

PERSONAL INFORMATION

Name: _____ Application Date: _____
(Last, First, Middle)

Home Phone: _____ Other Phone: _____

Address: _____
(Street, Route and Apartment Number)

Address: _____
(City, State and Zip Code)

Position applied for: _____

State age if under 18: _____ Social Security Number: _____

Do you have the legal right to work or be employed in the United States? Yes _____ No _____
 If yes, as a condition of employment, you are required to submit proof of employment eligibility and identity in compliance with the Immigration Reform and Control Act of 1986.

Have you been convicted of any crime other than a minor traffic offense within the last five years?
 Yes _____ No _____

If yes, give nature of crime, when, where, and disposition of case (conviction of a crime is not an automatic bar to employment). _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Pre-High	_____	_____	5	6	7	8	_____	_____

High	_____	_____	9	10	11	12	_____	_____

College	_____	_____	1	2	3	4	_____	_____

Trade Technical Other (Specify)	_____	_____	1	2	3	4	_____	_____

RECORD OF EMPLOYMENT

List below all present and past employment, beginning with your most recent.

1 Name and Address of Company and Type of Business	From:		To:		Job Title	Starting Pay \$	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.		Ending Pay \$		
	Describe the work you did:							
Telephone: ()								

2 Name and Address of Company and Type of Business	From:		To:		Job Title	Starting Pay \$	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.		Ending Pay \$		
	Describe the work you did:							
Telephone: ()								

3 Name and Address of Company and Type of Business	From:		To:		Job Title	Starting Pay \$	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.		Ending Pay \$		
	Describe the work you did:							
Telephone: ()								

4 Name and Address of Company and Type of Business	From:		To:		Job Title	Starting Pay \$	Reason For Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.		Ending Pay \$		
	Describe the work you did:							
Telephone: ()								

Circle any particular employer(s) number, you do not wish us to contact: **1** **2** **3** **4**

Reason: _____

Provide detailed explanation for any gaps in employment above: _____

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes _____ No _____ If yes, what branch? _____

Dates of duty: From _____ To _____ Rank at discharge: _____
Mo. Day Yr. Mo. Day Yr.

List duties in the service including special training: _____

Are you a member of the National Guard? _____

Are you a member of the Reserve? _____

GENERAL

Would you work Full-Time? _____ Part-Time? _____

Salary desired: _____ Date available for work: _____

How were you referred to The Merrick Printing Co., Inc.? _____

Do you have any friends or relatives in our employment? Yes _____ No _____

If yes, give details: Name(s) _____ Relationship _____

Have you ever worked for The Merrick Printing Co., Inc. before? Yes _____ No _____

If yes, give details: Dates _____ Position _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with The Merrick Printing Co., Inc.? _____

Can you perform the essential function of the job for which you have applied with or without reasonable accommodation? Yes _____ No _____

CERTIFICATION

Please Read Carefully and Sign Below...

- 1. Equal Employment Opportunity.** The Merrick Printing Co., Inc. is an equal opportunity employer. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age, or physical or mental disability or veteran status. This policy of nondiscrimination extends to all terms, conditions and privileges of employment and to all personnel actions.

- 2. Authorization by Applicant.** I authorize The Merrick Printing Co., Inc. to contact my former employers and references listed on this application, and I authorize such individuals and organizations to release information required by The Merrick Printing Co., Inc. The information supplied on this application and by way of any oral statements is true and accurate, and I understand that any misstatement by me may result in immediate dismissal. I release all parties from all liability for any damage that may result from furnishing same to you.

- 3. Employment at Will.** I agree to conform to the rules and regulations of The Merrick Printing Co., Inc. upon my acceptance of employment, I understand that my acceptance of employment does not constitute an employment contract and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself and that I will be entitled only to wages or salary earned through the date of such termination. I understand that no manager, supervisor or other representative of management, other than the president or vice president has the authority to enter into an employment contract and that any such employment contract must be in writing and signed by the employee and by the president or vice president of the company.

- 4. Effective Period.** This application is current only for thirty (30) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

I have thoroughly read and understand this application and certification...

Applicant's Signature: _____ Date: _____

COMPANY USE ONLY

Date Employed _____	Clock # _____
Rate of Pay _____	Position _____
Shift _____	Department _____

MPC Affirmative Action Plan Questionnaire

Thank you for applying with MPC. MPC is required by Federal law to request and maintain data on the racial / ethnic and sex identity of all applicants for employment. This information provides MPC and the Federal government with data necessary to monitor compliance with EEOC. Submission of this information is voluntary, and failure to provide it will not subject you to any adverse treatment. This form will not be kept with your application nor considered in the employment decision. Additional application materials should not be submitted with this form.

Instructions For Completing Affirmative Action Questionnaire

1. Circle the appropriate for Female/Male.
2. Circle the number corresponding to the group with which you identify under Racial/Ethnic.
3. Select the number that describes how you learned of this position and circle it under "How Did You Learn of This Position Opening?"

Date: _____

Your Name: _____

Position For Which You Applied: _____

I. Sex: Female Male

II. Racial/Ethnic Data: From the list below, circle the number of the group with which you identify. We can record only one racial/ethnic choice; if more than one is chosen, it will be recorded as unknown.

1. *American Indian or Alaskan Native.* Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
2. *White, not of Hispanic Origin.* Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
3. *Black, not of Hispanic Origin.* Persons having origins in any of the black racial groups of Africa.
4. *Asian or Pacific Islanders.* Persons having origins in any of the original peoples of the Far East, southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. *Hispanic.* Persons of Mexican, Puerto Rican, Cuban, Central and South American, or Spanish culture or origin, regardless of race.

III. How Did You Learn Of This Position Opening? (Choose one only)

1. University (please specify): _____
2. Job Service or Placement Center: _____
3. Publication: _____
4. Personal Reference: _____
5. Other: _____