

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status.

Pre-employment drug testing is required.

Position(s) Applying For:

Date:

How Did You Learn About Us?

Advertisement

Friend

Walk-In

Employment Agency

Relative

Other:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip:

Email Address:

Phone Number:

Driver License Number:

Are you at least 18 years of age? Yes No

Have you ever filed an application with us before? Yes No

If "Yes" give date:

Have you ever been employed with us before? Yes No

If "Yes" give date:

Did you quit or were you fired? Quit Fired

Reason:

Who was your Previous Supervisor?

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible for employment in the United States? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date are you available for work?

Are you available to work Full-time or Part-time? Full-Time Part-Time

Please Explain:

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony related to position applying for within the last 7 years? Yes No

Note: Conviction will not necessarily disqualify an applicant from employment.

If Yes, Please Explain:

Will you be able to perform the essential functions of the position you have applied for? Yes No

If No, what accommodation would make it possible for you to do this job?

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer	Dates Employed		Hourly Rate/Salary	
Address	From	To	From	To
Telephone	Supervisor		Job Title	
Work Performed				
Reason for Leaving				

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Describe any specialized training you have had in the field of graphic design or other fields related to desktop publishing.

EDUCATION—Optional

Highest Grade Completed:	K-8	9-12	Some College	2 Year College	4 Year College
Last School Attended:					

IN CASE OF EMERGENCY — Who should we contact?

Last Name:	First Name:	Middle Name:
Address:		
City:	State:	Zip:
Email Address:		
Phone Number:	Cell Phone Number:	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant's Signature

Written Signature:

Date:

Electronic Signature:

By clicking the email button you will be submitting your job application and an email will automatically be sent to the American Book Design, LLC. Please make sure you have all the information filled out before sending. If you experience technical difficulty you can email it directly to abd@americanbookdesign.com.

Office Use Only