



AN EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

PERSONAL

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Telephone _____ Business Telephone _____

Social Security # _____ Are you a U.S. citizen? _____ Yes _____ No

Are you at least 18 years of age? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No

If yes, please explain. (Conviction is not automatic bar to employment)

GENERAL

Position applying for _____ Min. pay needed \$ _____ /mo.

This company does not guarantee or promise a specific position to any employee.

Employee's duties and responsibilities may change from time to time to meet company needs.

Are you presently employed? _____ Yes _____ No If yes, may we contact your employer? _____ Yes _____ No

Date available for work: _____

Do you have your own car? _____ Yes _____ No

If no, how would you get to work? _____

Do you have any friends or relatives who have worked here? _____ Yes _____ No

Do you have any friends or relatives in the printing or office supply business? _____ Yes _____ No

Have you ever applied with this company before? _____ Yes _____ No

If yes, when? (dates) _____

EMERGENCY In case of an emergency, please notify:

(1) Name _____ Telephone _____

Address _____

(2) Name _____ Telephone _____

Address _____

EMPLOYMENT HISTORY

Most recent or present employer:

Name of Company _____ From _____ To _____

Address _____ Phone _____

Your Title and Duties _____

Supervisor _____ Starting Pay \$ _____ Ending Pay \$ _____

Reason for leaving:

Next Previous Employer:

Name of Company _____ From _____ To _____

Address _____ Phone _____

Your Title and Duties _____

Supervisor _____ Starting Pay \$ _____ Ending Pay \$ _____

Reason for leaving:

Next Previous Employer:

Name of Company _____ From _____ To _____

Address _____ Phone _____

Your Title and Duties _____

Supervisor _____ Starting Pay \$ _____ Ending Pay \$ _____

Reason for leaving:

EDUCATION

Check the highest grade level completed and give school name and location

Grade School 4 5 6 7 8 _____

High School 1 2 3 4 _____

College 1 2 3 4 5 6 _____

Other _____

Special honors and achievements

Can you furnish your high school transcript? _____ Yes _____ No

Special qualifications and skills

HEALTH INFORMATION

Do you have any physical or mental impairments that would interfere with your ability to perform any job Raven Print & Marketing might offer? _____ Yes _____ No

If yes, please explain:

Can you lift up to 60 lbs. without a problem? _____ Yes _____ No

Have you had a major illness or accident in the past 5 years? _____ Yes _____ No

If yes, please explain:

Have you received compensation for injuries? _____ Yes _____ No

If yes, please explain:

Do you smoke? _____ Yes _____ No If you used to smoke, when did you quit? _____

Do you have a problem with our non-smoking policy? _____ Yes _____ No

Describe yourself by checking the correct answer:

- Profane Language (Swearing) _____ Often _____ Average _____ Seldom _____ Never
- Alcohol Consumption _____ Often _____ Average _____ Seldom _____ Never
- Drug Usage _____ Often _____ Average _____ Seldom _____ Never

REFERENCES (Local)

Give names and addresses of three persons not related to you whom you have known at least one year.

1. _____ Occupation _____

Address _____ Phone _____

2. _____ Occupation _____

Address _____ Phone _____

3. _____ Occupation _____

Address _____ Phone _____

CERTIFICATION

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification or misrepresentation is grounds for dismissal in accordance with company policy.

I authorize all employers, references, and associates to give Raven Print & Marketing any and all information that they may have, and release all parties from all liability for any damage that may result from furnishing this information.

In consideration for my employment, I agree to conform to all policies and procedures of Raven Print & Marketing.

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. Only wages earned as of the date of termination will be paid.

Applicant's Signature

Date

SPELLING

Only correct the misspelled words in space provided.

- | | |
|--------------------|-------------------------|
| 1. invoice _____ | 11. plentaful _____ |
| 2. accurate _____ | 12. horrible _____ |
| 3. currancy _____ | 13. unconscious _____ |
| 4. dreadfill _____ | 14. unbeleivable _____ |
| 5. massive _____ | 15. mathematicle _____ |
| 6. tentativ _____ | 16. dangerous _____ |
| 7. weakness _____ | 17. knowledgeable _____ |
| 8. receipt _____ | 18. fantastique _____ |
| 9. separate _____ | 19. succeed _____ |
| 10. truely _____ | 20. occassion _____ |

ARITHMETIC

Write the correct answer in the space to the right.

1. There are 12 inches in a foot and 3 feet in a yard. How many inches are there in 5 feet? _____
2. How many 5 x 8 cards can be cut out of an 11 x 17 sheet? _____
3. A drawing, 4 x 6 inches, is enlarged 25%. What is the size of the enlargement? _____
4. If you cut 4 cards from and 8-1/2 x 11 sheet of paper, how many sheets of that paper will be required to fill an order for 2000 cards? _____
5. You are to run 1,500 letterhead and allow 5% extra (overrun) for waste. How many sheets will you run altogether? _____
6. A customer orders 20,000 sheets, of which 25% were buff colored. The buff sheets are divided equally into 8 boxes. How many sheets are in each box? _____
7. A customer's bill is \$25.60, to which \$1.54 tax is added. He gives 3 \$10 bills in payment. What is his change? _____