



Application for Employment

P.O. Box 313
 Clarion Iowa 50525
 515-532-2882

www.nccoop.com

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

(PLEASE PRINT)

Position(s) Applied for:						Date of application:
How Did You Learn About Us?						
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____						
Last Name		First Name		Middle Name		
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)					Social Security Number	

- If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO
- Have you ever filed an application with us before? If Yes, give date _____ YES NO
- Have you ever been employed with us before? If Yes, give date _____ YES NO
- Are you currently employed? YES NO
- May we contact your employer? YES NO
- Are prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. YES NO

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift work Temporary

Are 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 within the last 7 years? YES NO

Conviction will not necessarily disqualify an applicant from employment

If Yes, Please explain _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate college				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military

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	<u>Dates</u> FROM	<u>Employed</u> TO	WORK PERFORMED
Address			
Job Title	Supervisor		
Reason For Leaving			
Employer	<u>Dates</u> FROM	<u>Employed</u> TO	WORK PERFORMED
Address			
Job Title	Supervisor		
Reason For Leaving			
Employer	<u>Dates</u> FROM	<u>Employed</u> TO	WORK PERFORMED
Address			
Job Title	Supervisor		
Reason For Leaving			
Employer	<u>Dates</u> FROM	<u>Employed</u> TO	WORK PERFORMED
Address			
Job Title	Supervisor		
Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper

<p>List professional, trade, business or civic activities and offices held <i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status</i></p>

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience

SPECIALIZED SKILLS

Check skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> FAX	Production/Mobile	
<input type="checkbox"/> PC	<input type="checkbox"/> WORD	Machinery (list)	Other (list)
<input type="checkbox"/> CALCULATOR	<input type="checkbox"/> EXCEL	_____	_____
<input type="checkbox"/> TYPEWRITER	<input type="checkbox"/> POWERPOINT	_____	_____
<input type="checkbox"/> PUBLISHER	<input type="checkbox"/> OTHER _____	_____	_____

State any additional information you feel may be helpful to us in considering your application:

NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? Such limitations of physical abilities, climbing to heights of greater than 10', or entering confined spaces. A description of the activities involved in such a job or occupation maybe attached

YES NO

REFERENCES

1.	NAME: _____	PHONE # ()
	ADDRESS _____	
2.	NAME: _____	PHONE # ()
	ADDRESS _____	
3.	NAME: _____	PHONE # ()
	ADDRESS _____	

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 period should inquire as to whether or not applications are being accepted at that 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 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.

Signature or applicant: _____ DATE _____

This application for employment is sold for general use throughout the United States. Amsterdam printing and Litho corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal law.