



# APPLICATION FORM

Email t HLPS

10972 Chicago Drive  
Zeeland, MI 49464

|             |             |             |                     |
|-------------|-------------|-------------|---------------------|
| Department: | Start Date: | Start Rate: | FOR OFFICE USE ONLY |
|-------------|-------------|-------------|---------------------|

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Phone Numbers: ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
HOME CELL OTHER

Position of Interest: \_\_\_\_\_  Full Time  Part Time  Temporary

Do you have experience in the printing industry?  Yes  No If yes, please describe: \_\_\_\_\_

In case of Emergency, Contact: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

|                        |                     |
|------------------------|---------------------|
| Company Name:          | Date of Hire:       |
| Address:               | Date of Separation: |
| Position:              | Phone Number:       |
| Reason for Leaving:    | Supervisor's Name:  |
| Description of Duties: | Ending Wage:        |
| Company Name:          | Date of Hire:       |
| Address:               | Date of Separation: |
| Position:              | Phone Number:       |
| Reason for Leaving:    | Supervisor's Name:  |
| Description of Duties: | Ending Wage:        |
| Company Name:          | Date of Hire:       |
| Address:               | Date of Separation: |
| Position:              | Phone Number:       |
| Reason for Leaving:    | Supervisor's Name:  |
| Description of Duties: | Ending Wage:        |
| Company Name:          | Date of Hire:       |
| Address:               | Date of Separation: |
| Position:              | Phone Number:       |
| Reason for Leaving:    | Supervisor's Name:  |
| Description of Duties: | Ending Wage:        |

|                         | Yrs Completed | Graduated? | GPA | Degree / Major |
|-------------------------|---------------|------------|-----|----------------|
| High School             |               |            |     |                |
| Technical or Vocational |               |            |     |                |
| College or University   |               |            |     |                |
| Other                   |               |            |     |                |

Are you presently employed?  Yes  No

Have you ever been terminated, separated involuntarily, or suspended from any position?  Yes  No

If yes, please describe \_\_\_\_\_

Will you work overtime if required?  Yes  No

Do you smoke?  Yes  No

May we contact your current employer?  Yes  No

Are you 18 years old or older?  Yes  No If no, a job permit may be required.

Have you ever been convicted of a crime in the last seven (7) years?  Yes  No

If yes, please explain \_\_\_\_\_

(Such conviction may be relevant if job related, but does not bar you from employment.)

List any **SKILLS, ABILITIES OR FORMAL TRAINING** you have received whether or not it is related to printing

**REFERENCES** (Do not include relatives; **prefer** former supervisors, co-workers, associates)

| Name | Relationship | Home Phone and/or Cell Phone | Years Known |
|------|--------------|------------------------------|-------------|
|      |              |                              |             |
|      |              |                              |             |
|      |              |                              |             |

- I attest that the information presented in this application is correct and accurate to the best of my knowledge. I understand that if the information is found to be a misrepresentation, it will be sufficient cause to cancel this application for consideration of employment or for termination of employment.
- I understand that this application will remain active for consideration for six (6) months (180 days). If at the conclusion of this period, I want Holland Litho Printing Service to continue to consider me for employment, I must reapply.
- It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
- I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the company.
- Although management makes every effort to accommodate individual preferences, I understand business needs may at times make the following conditions mandatory: overtime, shift work, a rotating schedule, or a work Saturday and I agree to work these hours.
- If hired, I agree to read Holland Litho Printing Service Policy and co-operate with the policies therein.
- Holland Litho Printing Service has a vital interest in maintaining safe, healthful, and efficient working conditions for our employees and recognizes that individuals under the influence of controlled substances jeopardize the safety and health of other workers as well as themselves. In response to the Drug Free Workplace Act of 1988, and in an effort to maintain a drug free workplace, Holland Litho Printing Service has adopted a substance abuse testing program.
- If hired in the position applied for and company has no work in that department, I agree to perform other reasonably related duties as assigned by immediate supervisor and other management as required.
- If hired, I will be required to have a pre-employment physical which may include a drug and alcohol screening test, from a company specified physician or health center at Holland Litho's expense. A satisfactory result is necessary for employment.
- I understand that as a condition of employment I agree not to commence any action or suit relating to my employment relationship with Holland Litho Printing Services beyond six (6) months (180 calendar days) after the date of the event or the date of termination of employment. I also agree to waive any statute of limitation to the contrary.
- I agree that my employment may be terminated by Holland Litho Printing Service at any time without liability for wages or salary except such as may have been earned at the date of such termination and that if I am employed, such employment is for an indefinite period of time and that the company can change wages, benefits and conditions at any time.
- I understand that my employment will not be considered unless this application is completed in its entirety.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_