

Application For Employment

Directions:

- 1. Read application carefully.*
- 2. Complete entire application. Incomplete applications will not be considered.*
- 3. Write neatly.*
- 4. This application must be completed here by the person applying for the position.*
- 5. Read and initial statements on the back of the application.*
- 6. Sign and date the application.*
- 7. If something is unclear, please ask for assistance.*

Application For Employment

Please read carefully. Write or print clearly. Answer all questions.

PERSONAL INFORMATION

Name	(Last)	(First)	(Middle)
Street Address	City	State	Zip
Phone	Social Security Number		
State name & relationship of any friends or relatives who work at Modern Postcard		Driver License Number & State	
How did you hear about this position?			
In case of emergency, whom shall we notify?	(Name)	(Relationship)	(Phone)

EMPLOYMENT DESIRED

Position	Salary Desired / Expected Wage (Do NOT leave blank)
Date available to start work	Have you applied to this company before? What position? When?

Please answer the following questions:

Are you currently employed?	<input type="radio"/> Yes	<input type="radio"/> No	Are you over 18 years of age?	<input type="radio"/> Yes	<input type="radio"/> No
May we contact your employer?	<input type="radio"/> Yes	<input type="radio"/> No	If under 18, can you provide a work permit?	<input type="radio"/> Yes	<input type="radio"/> No
Are you over 21 years of age?	<input type="radio"/> Yes	<input type="radio"/> No	If hired, can you provide proof that you are legally able to work in the United States?	<input type="radio"/> Yes	<input type="radio"/> No

Are you able to perform the essential functions of the job for which you are applying? Yes No

If "No" to the above question, please describe the functions that cannot be performed. (NOTE: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.)

EDUCATION

School	Name & Location (City, State)	Graduated?	Major Subjects	GPA
High School or Trade School				
Business or Technical School				
Jr. College and/or University				
Other Training (Specify)				

Can you operate a personal computer? Yes No If yes, which program(s): _____

Do you speak, write or understand any foreign language? Yes No If yes, which language(s): _____

List any special skills or training you possess that you believe to be relevant to the above stated position.

Activities / Hobbies (civic, athletic, etc.)

EMPLOYMENT HISTORY

List your employers for the past seven (7) years, starting with the most recent.

Dates Employed:	Company Name & Address:	Company Phone Number:	
Is this your current employer? yes <input type="radio"/> no <input type="radio"/>	Specific job duties:	Supervisor's name:	Hours Worked From To
May we contact this employer? yes <input type="radio"/> no <input type="radio"/>		Position held:	
		Reason for leaving:	
Dates Employed:	Company Name & Address:	Company Phone Number:	
Is this your current employer? <input type="radio"/> yes <input type="radio"/> no	Specific job duties:	Supervisor's name:	Hours Worked From To
May we contact this employer? <input type="radio"/> yes <input type="radio"/> no		Position held:	
		Reason for leaving:	
Dates Employed:	Company Name & Address:	Company Phone Number:	
Is this your current employer? <input type="radio"/> yes <input type="radio"/> no	Specific job duties:	Supervisor's name:	Hours Worked From To
May we contact this employer? <input type="radio"/> yes <input type="radio"/> no		Position held:	
		Reason for leaving:	
Dates Employed:	Company Name & Address:	Company Phone Number:	
Is this your current employer? <input type="radio"/> yes <input type="radio"/> no	Specific job duties:	Supervisor's name:	Hours Worked From To
May we contact this employer? <input type="radio"/> yes <input type="radio"/> no		Position held:	
		Reason for leaving:	

PERIODS OF UNEMPLOYMENT

Please account for all periods of unemployment within the last seven (7) years, starting with the most recent.

Dates Unemployed: From: To:	Reason for unemployment:
Dates Unemployed: From: To:	Reason for unemployment:

REFERENCES

Give the names of three persons not related to you, whom you have known at least five (5) years.

Name	Relationship	Phone Number	Years Known
Name	Relationship	Phone Number	Years Known
Name	Relationship	Phone Number	Years Known

APPLICANT'S STATEMENT

Initial each numbered item as read. Sign and date at the bottom.

- _____ 1. The information that I have provided on this application is accurate to the best of my knowledge and may be verified by The Iris Group, Inc. or its subsidiary, Modern Postcard.
- _____ 2. I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to Modern Postcard for use in deciding whether or not to offer me employment and specifically waive any required written notification. I understand that a routine inquiry may be made which will provide information concerning character, general reputation and personal characteristics. Upon written request by me, additional information as to the nature and scope of the report, if one is made, will be provided to me. I hereby release Modern Postcard my former employers and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to such inquiry or disclosure.
- _____ 3. I understand and agree that any misrepresentation or deliberate omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
- _____ 4. I understand and agree that in the event of any issue or dispute arising under or involving any provision of the employee's terms of employment with Modern Postcard or the termination of employment (except for claims of worker's compensation, unemployment insurance, and any matter within the jurisdiction of the California Labor Commissioner), the issue shall be submitted to final and binding arbitration, which is explained in more detail in Modern Postcard's Employee Handbook.
- _____ 5. I understand and agree that the employment for which I am applying is, and is intended to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or Modern Postcard. There will be no agreement, expressed or implied, between Modern Postcard and me for any specific period of employment, nor for continuing or long term employment, unless made in writing and signed by the President of Modern Postcard.
- _____ 6. In connection with my application for employment with Modern Postcard I understand that investigative inquiries are to be made by Modern Postcard or its agents on myself including consumer, criminal, civil and driving background. I understand that Modern Postcard or its agents will be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences, and that upon written request by me, additional information as to the nature and scope of the report, if one is made, will be provided to me. I understand by signing below that I consent to Modern Postcard or its agents obtaining the above information.
- _____ 7. I understand that Modern Postcard is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis, or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if Modern Postcard has reasonable suspicion to believe that I am under the influence of a drug and/or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
- _____ 8. I understand Modern Postcard has the authority to monitor and record all phone conversations.
- _____ 9. I have placed my signature in the space provided below only after I have completed this entire form to the best of my ability and have carefully read the foregoing eight (8) statements.

X

Signature _____

Print Name _____

Date _____

This employment application has been designed for general use. At the time of publication, every effort was made to assure that this form complies with general and certain state requirements prohibiting employment discrimination. However, legal requirements may vary from state to state and laws change frequently. The Iris Group, Inc. assumes no responsibility for inclusion of any questions in this form which violate local, state and/or federal laws. 12/03

The Iris Group

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