

ADVERTISERS PRESS

2222 PARVIEW ROAD, MIDDLETON, WI

Application for Employment

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 INFORMATION

Date _____		Social Security Number _____	
Name _____	_____	_____	_____
	Last	First	Middle
Present Address _____	_____	_____	_____
	Street	City	State Zip
Permanent Address _____	_____	_____	_____
	Street	City	State Zip
Phone No. _____			
State Name and Department of Any Relatives, Other Than Spouse, Already Employed By This Company _____			
Referred By _____			

Last

First

Middle

EMPLOYMENT DESIRED

Position _____	Date You Can Start _____	Salary Desired _____
Are You Employed Now? _____	If So May We Inquire of Your Present Employer _____	
Ever Applied to this Company Before? _____	Where _____	When _____

EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Subjects of Special Study or Research Work _____

What Foreign Languages Do You Speak Fluently? _____

Read _____ Write _____

Activities Other Than Religious (Civic, Athletic, etc.) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

FORMER EMPLOYERS List Below Last Four Employers, Starting With Last One First

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1			
2			
3			

GENERAL

If employment is offered, can you submit verification of your legal right to work in the United States?

Yes No

Except for minor traffic violations (i.e. speeding or parking tickets), are there currently pending, before any law enforcement official or court, any charges alleging involvement by you in any criminal conduct, including alcohol or drug related violations? Yes No

If yes, please identify the charge and the official or court before which it is pending, and any other information you wish to have considered _____

(Existence of a pending criminal charge is not an automatic bar to consideration for your application. Pending criminal charges are considered only to the extent that they substantially relate to the job(s) you are applying for.)

Except for minor traffic offenses (i.e. speeding or parking tickets), have you ever been convicted of, pled guilty or no contest to any misdemeanor, felony or other crime, including but not limited to drug and/or alcohol ordinance violations? Yes No

If yes, state the date of the conduct, the date and court of the conviction/plea. On a separate sheet of paper describe the circumstances of the offense. (Failure to provide a full and accurate statement of circumstances may end consideration of your application.) _____

(Existence of criminal record does not constitute an automatic bar to employment. Your record(s) will be considered only as it may substantially relate to the job(s) for which you are applying.)

Have you ever been discharged from employment for theft or alleged theft of money, merchandise, property, etc.? Yes No

If yes, provide an explanation, if you wish _____

ADDITIONAL INFORMATION

In addition to your work history, list any other job-related experiences, skills or qualifications you would like us to consider. _____

Advertisers Press, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, age, disability, religion, sexual orientation, national origin, or other status covered by applicable local, state, or federal employment laws or regulations.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed By _____ Date _____

REMARKS:

Neatness		Character	
Personality		Ability	

Hired _____ For Dept. _____ Position _____ Will Report _____ Salary _____
Wages _____

Approved: 1. _____ 2. _____ 3. _____
Employment Manager Dept. Head General Manager

ADDITIONAL COMMENTS:

Affirmative Action Questionnaire

We are asking all applicants to complete this form on a voluntary basis in order to assist us to comply with government equal employment opportunity requirements and to measure the effect of our own Affirmative Action program. The information which you provide will be used only in accordance with the law and will be kept separate from your other application materials. This information will remain confidential. You will not be penalized in any way if you choose not to complete this form.

Position applied for _____

Date _____ Name _____

Sex: Male Female

Age: Are you at least 40 but less than 70 years of age?
 Yes No

Handicap Status

Do you have a physically or mentally handicapping condition?

Yes No

Do you need any accommodations in order for you to perform the job for which you are applying?

Yes No

Ethnic Origin

- Black, (Not of Hispanic origin) - All persons having origins in any of the Black racial groups.
- Asian or Pacific Islanders - All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America.
- Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- White (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Veteran Status

Are you a Veteran of the Vietnam Era (having served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and released with other than a dishonorable discharge)?

Yes No

Are you a Disabled Veteran (entitled to V.A. disability compensation for disability rated 30% or more; or discharged from active duty due to disability incurred or aggravated in the line of duty)?

Yes No