



Application for Employment

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Please read carefully and complete by printing in ink. Provide all information requested.

Personal Information

Last name		First	MI	Date of application	
Street address				Social Security Number	Home Telephone
City		State	ZIP	Cell Phone	Work Telephone
Position applying for:			How did you hear about this position?		
Wage or salary required:			Date available to start work:		
Have you ever applied to or worked for Ace Direct / Ace Printing / Anderson Mailing before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes When:			Do you have any relatives working for Ace Direct? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s) and relationship:		
If hired, would you have a reliable means of transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you at least 18 years of age? (If under 18, hire is subject to verification that you are of minimum legal age.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
If hired, can you present evidence of your US citizenship or proof of your legal right to live and work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		

We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, skill and agility tests)

Employment History

Starting with present or most recent; list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company		Type of business	Type or classification of job		
Street address			Brief description of job duties		
City		State	ZIP code		
Supervisor's name		Phone number	Base salary	Dates worked From To	
Reason for leaving			Can we contact this employer?		

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Employment History Continued

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Reason for leaving		Can we contact this employer			

Educational History

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/vocational training							

Special Skills

To be completed by applicant for office/clerical work			To be completed by applicant for shop/production work		
Typing	Yes No	Words per minute:	Type of machines operated		Years experience
Computer skills	Hardware Software				
Please list other skills and/or equipment/language experience you have acquired that may apply to this position:			List other shop/production skills:		

Military Record

Branch of service	From	To
Present military affiliation:		
None	Reserve (active)	Reserve (inactive)
Kinds of training and duty while in service		

Professional/Work References

List two people who are not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed regardless of the time elapsed before discovery. I further certify that I, the undersigned applicant, have personally completed this application. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself. I hereby authorize Ace Direct to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I understand that nothing contained in the application, or conveyed during the interview process, which may be granted, or during my employment, if hired, is intended to create an employment contract between me and the Company.

Date

Signature

If any of your educational or employment records are under any name other than the above name, please provide other names.