

EMPLOYMENT APPLICATION



POS Professional Office Services, Inc.®

**MIDWEST PLANT
& HOME OFFICE**

2757 Burton Avenue
P.O. Box 450
Waterloo, IA 50704

WESTERN PLANT

E-16 Freeport Center
P.O. Box 1258
Clearfield, UT 84016

SOUTHERN PLANT

P.O. Box 245
Auburndale, FL 33823

SALES OFFICES NATIONWIDE

Thank you for your interest in our organization. Professional Office Services, Inc. is an Equal Employment Opportunity employer. Qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, creed, marital status and mental or physical disability.

PERSONAL DATA:

LAST NAME _____ FIRST NAME _____ INITIAL _____

CURRENT ADDRESS _____
Street City/Town State Zip Code

PHONE NUMBER () _____ SOCIAL SECURITY NUMBER _____

JOB INFORMATION:

POSITION(S) APPLIED FOR: _____ DATE: _____

- Please indicate preference _____ full time _____ part time. If part time is preferred, specify days and hours available _____
- Salary/Wage desired \$ _____ per _____ hour _____ month _____ year
- Please check which shift(s) you are able to work _____ 1st _____ 2nd _____ 3rd Which shift(s) do you prefer? _____
- If required, are you willing to work overtime? _____
- If selected, when would you be available for employment? _____
- Have you ever been employed by us? _____ If yes, provide dates: from _____ / _____ to _____ / _____
- Are you currently on a lay off and subject to recall? _____
- Will you relocate if job requires it? _____ Will you travel if job requires it? _____

EDUCATION					
SCHOOL NAME & ADDRESS	Attendance Dates From To		Major/Minor or Course	Date Graduated	Degree, Diploma or Certificate?
High School	X	X	X	X	
College/University					
Advanced Study					
Business, Vocational, or other educ.					

U.S. MILITARY SERVICE (if applicable)		
Date Entered _____ / _____	Branch of Service	Occupation
Date Separated _____ / _____	Rank and Rate of Pay at Separation _____ \$ _____ hour/week/month <div style="text-align: right; font-size: small;">(rank)</div>	

GENERAL INFORMATION	<p>- Are you legally eligible for employment in the U.S.? _____ (Federal law requires proof of U.S. citizenship or immigration status if employed.)</p> <p>- Have you ever been convicted of a felony? _____ (A conviction record will not necessarily be a bar to employment as age and date of offense, seriousness, nature of violation, rehabilitation, and nature of job opening will be taken into account.) If yes, please give date(s) and explanation of conviction(s):</p>
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OFFICE/ CLERICAL/ GRAPHICS APPLICANTS:	Typing Speed ____ wpm What other office machines/equipment can you operate and to what extent? _____ _____ _____
What computer systems and software applications are you familiar with and extent of ability you are able to operate them? _____ _____	

PRODUCTION APPLICANTS	List machines or equipment you have operated and extent of ability you are able to operate: _____ _____ _____
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OTHER SKILLS AND QUALIFICATIONS:	Summarize other skills and qualifications acquired from employment or other experiences that may qualify you for a position with our company. _____ _____ _____ _____
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List activities, hobbies, civic or professional organizations, offices held, athletics and other interests that may relate to position applied for (exclude those which indicate sex, race, religion, national origin, age, or other protected status) _____ _____ _____ _____ _____ _____

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EMPLOYMENT HISTORY - Begin with MOST RECENT or CURRENT EMPLOYER

Most Recent Employer Name	Telephone ()	If currently employed, may we call you at this number? ____yes ____ no Date left or leaving: (mth/yr) Current/Ending Wage/ Salary \$ ____hr/wk/mth ____ Full Time ____ Part Time
Address	Date Hired: (mth/yr)	
CityStateZip	Starting Wage/Salary: \$ ____hr/wk/mth	
Starting Job Title	Current/Ending Job Title	
Name and Title of Immediate Supervisor	Reason for Leaving or Desire to Leave:	
Briefly describe your responsibilities:	May we contact for a reference? ____yes ____ no	

Employer Name	Telephone ()	May we contact for a reference? ____ yes ____ no
Address	Date Hired: (mth/yr)	Date left: (mth/yr)
CityStateZip	Starting Wage/Salary: \$ ____hr/wk/mth	Ending Wage/Salary: \$ ____hr/wk/mth
Starting Job Title	Ending Job Title:	____ Full Time ____ Part Time
Name and Title of Immediate Supervisor	Reason for Leaving:	
Briefly Describe your responsibilities:		

Employer Name	Telephone ()	May we contact for a reference? ____ yes ____ no
Address	Date Hired: (mth/yr)	Date left: (mth/yr)
CityStateZip	Starting Wage/Salary: \$ ____hr/wk/mth	Ending Wage/Salary: \$ ____hr/wk/mth
Starting Job Title	Ending Job Title:	____ Full Time ____ Part Time
Name and Title of Immediate Supervisor	Reason for Leaving:	
Briefly Describe your responsibilities:		

Employer Name	Telephone ()	May we contact for a reference? ____ yes ____ no
Address	Date Hired: (mth/yr)	Date left: (mth/yr)
CityStateZip	Starting Wage/Salary: \$ ____hr/wk/mth	Ending Wage/Salary: \$ ____hr/wk/mth
Starting Job Title	Ending Job Title:	____ Full Time ____ Part Time
Name and Title of Immediate Supervisor	Reason for Leaving:	
Briefly Describe your responsibilities:		

COMMENTS: (include explanation of any gaps in employment or other pertinent information)

REFERENCES: List three business/work references who are familiar with your occupational skills. DO NOT INCLUDE RELATIVES.

Name	Yrs Known	Name	Yrs Known	Name	Yrs Known
Occupation		Occupation		Occupation	
Telephone No. ()		Telephone No. ()		Telephone No. ()	
Business Address		Business Address		Business Address	

SUMMARY

Occasionally, the format of an employment application makes it difficult for an individual to adequately summarize his/her complete background. To assist in finding the proper position for you, please use the space below to include any additional information necessary to describe your full qualifications.

The information provided in this Employment Application is true, correct, and complete, and I authorize POS, Inc. to investigate the accuracy and completeness of all statements contained in this application for employment, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. Any misrepresentation of facts in my application or interview(s) disqualifies me from further consideration, or if I am employed, is sufficient cause for immediate discharge.

Furthermore, I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with POS, Inc. is "at will" which means that the Employee may resign at any time and POS, Inc. may discharge the Employee at any time with or without cause. This "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of POS, Inc.

To be employed, I must be lawfully authorized to work in the United States, and I must show POS, Inc. documents that will prove my eligibility. Additionally, I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between POS, Inc. and myself for either employment or for providing any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon POS, Inc. unless made in writing.

Signature _____ Date _____

HUMAN RESOURCES/GENERAL MANAGER USE

Interviewed by _____ and date (1) _____ / _____ (2) _____ / _____ (3) _____ / _____

_____ meets position requirements
_____ does not meet requirements of position

Comments, including reason(s) applicant does or does not meet position requirements: _____

Date of offer _____ Start Date _____ Starting Rate _____

Job Title _____ Dep't. _____