## **EMPLOYMENT APPLICATION**

EXECUTIVE MAILING SERVICE 7855 W. 111<sup>th</sup> Street Palos Hills IL 60465

Pre-Employment Questionnaire Equal Opportunity Employer

APPLICANT INFORMATION								
Last Name			st Name				Date	
Street Address						Apartment/u	ınit #	
City	State				Zip			
Home Phone	Cell Phone				Email			
Date Available	Social Security No.			Desired Salary				
Position Applied for								
Desired Shift  1st Shift 7:00am – 3:30pm  Monday thru Friday					nd Shift 5:00pm – Monday thru Frida			
Are you between 16-18 years of age	YES	•	NO •	or	Are you 18 ye	ars older?	YES •	NO •
Are you a citizen of the United States?	YES	•	NO •	If no, a	re you authorized	to work in the	e U.S.? YES	NO •
Have you ever worked for this company	YES	S •	NO •	If so, v	when?			
Have you ever been convicted of a felony?	YES	S •	NO •	If yes,	explain			

EDUCATION				
High School			Address	
From	То	Did you gradu	nate? YES • NO •	Degree
College			Address	
From	То	Did you gradı	uate? YES • NO •	Degree
Other			Address	
From	То	Did you grad	uate? YES NO NO	Degree

PREVIOUS EMP	LOYMENT							
Company				Phone				
Address			Supervisor					
Job Title Starting Salary			Starting Salary \$	ary \$ En			ng Salary \$	
Responsibilities								
From 7	From To Reason for leaving							
May we contact your previous supervisor for a reference? YES $\square$ NO $\square$								
Company			Phone					
Address				Sı	Supervisor			
Job Title Startin			Starting Salary \$	tarting Salary \$			Ending Salary \$	
Responsibilities								
From 7	Го	Reason	n for leaving					
May we contact your	previous supervis	sor for a	reference? YES	NO	) [			
Company					Phone			
Company					Phone Supervisor			
			Starting Salary \$				Ending Salary \$	
Address			Starting Salary \$				Ending Salary \$	
Address  Job Title  Responsibilities	Γο	Reas	Starting Salary \$				Ending Salary \$	
Address  Job Title  Responsibilities			son for leaving	NO			Ending Salary \$	
Address  Job Title  Responsibilities  From T  May we contact your  AUTORIZATION  I certify that the infor am employed, any may held liable in any respunderstand that this A  I authorize the comparand qualifications, and I understand and agree and without cause, at	previous supervisemation provided be aterial, false stater pect if my employn Application for Empanies, schools, and d release and hold ee that, if hired, me the option of eith mpany unless made	oy me in ments o nent is t ploymer I harmle ny emplo er myse de in wr	son for leaving  a reference? YES   this application is true and corromissions will lead to immediate terminated, or if I am no longer and and other company documents named above to give any informs.	nplet con ts ar d the and proi	Supervisor  The to the best of ismissal, and I a sidered for emple e not contracts of tion requested rule companies, schimay be terminamises or represe ompany represer	agree loyme of em egard hools, ated a entation ntativ	cnowledge. I understand that if I that the company shall not be ent for that reason. I aployment.  ding my employment, character, and persons from any liability. at any time without prior notice ons contrary to the foregoing re.	