

Return completed application to Personnel Entrance (1st glass door on west side of building)
7855 W. 111th Street, Palos Hills, IL 60465

EXECUTIVE MAILING SERVICE
 Employment Application

Pre-Employment Questionnaire
 Equal Opportunity Employer

APPLICANT INFORMATION				
Last Name		First Name		Date
Street Address			Apartment/unit #	
City		State	Zip	
Home Phone		Cell Phone		
Date Available	Social Security No.		Desired Salary	
Position Applied for				
Desired Shift <input type="checkbox"/> 1 st Shift 7:00am – 3:30pm <input type="checkbox"/> 2 nd Shift 5:00pm – 1:30am <input type="checkbox"/> 3 rd Shift 12:30am – 7:15am				
Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever worked for this company YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain				

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

AUTHORIZATION

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any material, false statements or omissions will lead to immediate dismissal, and I agree that the company shall not be held liable in any respect if my employment is terminated, or if I am no longer considered for employment for that reason. I understand that this Application for Employment and other company documents are not contracts of employment.

I authorize the companies, schools, and persons named above to give any information requested regarding my employment, character, and qualifications, and release and hold harmless Executive Mailing Service and the companies, schools, and persons from any liability. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice and without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by an authorized company representative.

DATE _____

SIGNATURE _____