

ADVANCED RESPONSE SYSTEMS • APPLICATION FOR EMPLOYMENT

Pre-employment Questionnaire - An Equal Opportunity Employer

Personal Information Date _____

Name _____

Last
First
Middle Initial

Address _____

Street
City
State
Zip

Phone Number _____ Social Security Number _____

Are you 18 yrs. or older? Yes No

Are you a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you been convicted of a felony during the past 7 years? Yes No

If yes, please explain _____

(Any misinformation or omission with reference to the information furnished will be a basis for disqualification or termination of employment)

Employment Desired

Position desired _____ Date you can start _____

Salary desired _____ Status desired? Full-time Part-time

How did you learn of this opening? _____

Ever applied to this Company before? Yes No When? _____

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? Yes No

Are you employed now? Yes No

May we inquire of your present employer? Yes No

<i>Education</i>	<i>Name and Location of School</i>	<i>Major</i>	<i>Diploma/Degree</i>
High School			
College/Trade School			
Other Training/Education			

In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with our company?

Please check any of the following equipment that you have experience on and how long you've worked on them.

- Phillipsburg/Bell & Howell Inserting Machines _____
- Pitney Bowes Inserting Machines _____
- Videojet Inkjet System _____
- Stahl Folder _____
- Baum Folder _____
- Cheshire Labeler _____
- Acufact Labeler _____
- Fork Lift _____
- Computer _____

Work History

Most Recent Employer _____
Address _____
Telephone _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____
Starting Position _____ Ending Position _____
Name and Title of Supervisor _____
Description of Duties _____
Reason for Leaving _____

Previous Employer _____
Address _____
Telephone _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____
Starting Position _____ Ending Position _____
Name and Title of Supervisor _____
Description of Duties _____
Reason for Leaving _____

Previous Employer _____
Address _____
Telephone _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____
Starting Position _____ Ending Position _____
Name and Title of Supervisor _____
Description of Duties _____
Reason for Leaving _____

Previous Employer _____
Address _____
Telephone _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____
Starting Position _____ Ending Position _____
Name and Title of Supervisor _____
Description of Duties _____
Reason for Leaving _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Advanced Response Systems to make an investigation of any of the facts set forth in this application and release Advanced Response Systems from any liability.

I understand that employment at Advanced Response Systems is "at-will", which means that either I or Advanced Response Systems can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Advanced Response Systems, other than the President in a signed writing has any authority to alter the foregoing.

Applicant's Signature _____

Date _____

AUTHORIZATION TO RELEASE INFORMATION AND WAIVER

To Whom it May Concern:

I hereby authorize Advanced Response Systems (“the Company”) to obtain information and records pertaining to me and my employment and background, whether such information and records are public, private or confidential in nature. I hereby request that my former employers provide any and all information pertaining to me to the Company.

You will be furnishing this information to the Company for purposes of complying with my request, in conjunction with my actual or potential employment with the Company.

I hereby release and waive any and all claims against all of my former employers which may result from the release of information to the Company. This release and waiver of liability includes, but is not limited to, potential claims for defamation, invasion of privacy and retaliation.

A photocopy of this release form will be as valid as an original. I give this authorization and waiver voluntarily and without being compelled to do so.

Date: _____

Signature of Applicant

Date: _____

Signature of Party Requesting Information

AFFIRMATIVE ACTION SURVEY

Applicants are considered for all positions without regard to race, creed, color, religion, sex, national origin, age disability, affectional preference, marital status, status with regard to public assistance, or any other legally protected status.

As an employer, Advanced Response Systems, complies with government regulations and affirmative action responsibilities.

Providing this information is voluntary and refusal to provide information will not have a negative effect on your status as an applicant.

Please Print

Date _____

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Position Applied For: _____

Check One: Male Female

Check One of the Following:

Race/Ethnic Group: Caucasian/White Black Hispanic Asian
American Indian/Alaskan Native Pacific Islander

Check if Any of the Following are Applicable:

Vietnam Era Veteran Disabled Veteran
Disabled Individual