

# EMPLOYMENT APPLICATION

HI-TECH IS AN  
EQUAL OPPORTUNITY  
EMPLOYER



# HI-TECH PRINTING SYSTEMS

3411 NE 6 Terrace  
Pompano Beach, FL 33064

Start Date: \_\_\_\_\_  
Dept.: \_\_\_\_\_  
Emp. #: \_\_\_\_\_

## PERSONAL INFORMATION

NAME (LAST)			(FIRST)			(MIDDLE)		
HOME ADDRESS				CITY		STATE		ZIP CODE
E-MAIL ADDRESS			HOME TELEPHONE		BUSINESS TELEPHONE		MAY WE CONTACT YOU AT WORK?	
( )			( )		( )		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CELL PHONE NUMBER			OTHER CONTACT NUMBERS			MINIMUM SALARY REQUIREMENTS		
( )								
POSITION APPLYING FOR			DATE AVAILABLE		ARE YOU A NICOTINE USER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YRS OF AGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DEGREE/ AREA OF STUDY	NUMBER OF YEARS ATTENDED	GRADUATED?
<b>HIGH SCHOOL</b>	NAME ADDRESS			<input type="checkbox"/> YES <input type="checkbox"/> NO
	CITY STATE ZIP CODE			
<b>COLLEGE</b>	NAME ADDRESS			<input type="checkbox"/> YES <input type="checkbox"/> NO
	CITY STATE ZIP CODE			
<b>GRADUATE SCHOOL</b>	NAME ADDRESS			<input type="checkbox"/> YES <input type="checkbox"/> NO
	CITY STATE ZIP CODE			
<b>OTHER</b>	NAME ADDRESS			<input type="checkbox"/> YES <input type="checkbox"/> NO
	CITY STATE ZIP CODE			

## COMPUTER SKILLS:

<input type="checkbox"/> Excel	<input type="checkbox"/> Word	<input type="checkbox"/> Power Point	<input type="checkbox"/> QuarkXpress	<input type="checkbox"/> Access	<input type="checkbox"/> Illustrator	
<input type="checkbox"/> InDesign	<input type="checkbox"/> SQL	<input type="checkbox"/> Photoshop	<input type="checkbox"/> Dreamweaver	<input type="checkbox"/> C+	<input type="checkbox"/> Front Page	<input type="checkbox"/> Flash

## SPECIAL SKILLS: (CERTIFICATIONS, FOREIGN LANGUAGES, ETC.)

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE(S)

## EMPLOYMENT HISTORY – please list the most recent employer first

YOUR PRESENT OR MOST CURRENT EMPLOYER					TYPE OF BUSINESS	
SUPERVISOR NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER (    )	
POSITION TITLE	PAY		DATES EMPLOYED			
	START \$	END \$	FROM:	TO:		
DUTIES PERFORMED						
REASON(S) FOR LEAVING					IF CURRENT EMPLOYER, MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
PREVIOUS EMPLOYER NAME:					TYPE OF BUSINESS:	
SUPERVISOR NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER (    )	
POSITION TITLE	PAY		DATES EMPLOYED			
	START \$	END \$	FROM:	TO:		
DUTIES PERFORMED						
REASON(S) FOR LEAVING						
PREVIOUS EMPLOYER NAME:					TYPE OF BUSINESS:	
SUPERVISOR NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER (    )	
POSITION TITLE	PAY		DATES EMPLOYED			
	START \$	END \$	FROM:	TO:		
DUTIES PERFORMED						
REASON(S) FOR LEAVING						
PREVIOUS EMPLOYER NAME:					TYPE OF BUSINESS:	
SUPERVISOR NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER (    )	
POSITION TITLE	PAY		DATES EMPLOYED			
	START \$	END \$	FROM:	TO:		
DUTIES PERFORMED						
REASON(S) FOR LEAVING						
PREVIOUS EMPLOYER NAME:					TYPE OF BUSINESS:	
SUPERVISOR NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER (    )	
POSITION TITLE	PAY		DATES EMPLOYED			
	START \$	END \$	FROM:	TO:		
DUTIES PERFORMED						
REASON(S) FOR LEAVING						

## PROFESSIONAL REFERENCES – WITH WHOM WE MAY CHECK (OTHER THAN RELATIVES)

NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER (    )
NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER (    )
NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER (    )

## BACKGROUND

**HAVE YOU EVER BEEN EMPLOYED WITH HI-TECH PRINTING?  
OR HAVE YOU EVER HAD AN OFFER OF EMPLOYMENT MADE TO YOU?**     YES     NO

IF YES, WHEN? \_\_\_\_\_

REASON FOR LEAVING? \_\_\_\_\_

IF A JOB OFFER IS EXTENDED TO YOU, WOULD YOU BE ABLE TO PROVE YOUR ELIGIBILITY TO WORK IN THE UNITED STATES?     YES     NO

**HAVE YOU EVER BEEN CONVICTED OR PLEADED GUILTY OR NO CONTEST TO A FELONY?**

(INCLUDE ANY AND ALL INSTANCES OF THE FOREGOING EVEN IF ADJUDICATION WAS WITHHELD.

YES     NO    IF YES, EXPLAIN:

**HAVE YOU EVER BEEN CONVICTED OR PLEADED GUILTY OR NO CONTEST TO A MISDEMEANOR?**

(INCLUDE ANY AND ALL INSTANCES OF THE FOREGOING EVEN IF ADJUDICATION WAS WITHHELD.

YES     NO    IF YES, EXPLAIN:

**PLEASE INDICATE WHETHER YOU ARE CURRENTLY RESTRICTED BY ANY EMPLOYMENT AGREEMENTS  
(NON-COMPETE, CONFIDENTIALITY)**

YES     NO    If yes, a copy of all agreements that have not expired must be submitted with this employment application.

**(Only complete if you are applying for a position that requires driving)**

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ REGULAR CDL CLASS \_\_\_\_\_

ENDORSEMENTS? \_\_\_\_\_

**HAS YOUR DRIVER'S LICENSE BEEN SUSPENDED OR REVOKED?**     YES     NO    IF YES, EXPLAIN:

**HAVE YOU HAD ANY MOTOR VEHICLE ACCIDENTS OR VIOLATIONS IN THE LAST SEVEN YEARS?**

YES     NO    IF YES, EXPLAIN:

## PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment, (including contract services), I authorize the investigation of all statements contained in this application, and that investigative background inquiries may be conducted including consumer, criminal, driving and other reports. These reports may include information as to my character, work habits, work performance and experience and experience along with reasons for termination of past employment. Further, I understand that you may be requesting information from federal, state and other agencies which maintain records concerning my past activities related to my driving, criminal and other activities. I understand that, if employed, false statements, omissions or misleading statements on this application shall be considered sufficient cause for dismissal and I agree that my employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements.

I hereby authorize any party or agency contacted by Hi-Tech Printing Systems to furnish the above mentioned information.

**I HAVE THOROUGHLY READ AND UNDERSTAND ALL OF THE ABOVE DISCLOSURES AND AGREE TO ALL TERMS AND CONDITIONS OF EMPLOYMENT AS SET FORTH ABOVE. I FURTHER AGREE TO COMPLY WITH ALL COMPANY POLICIES THAT MAY BE IMPLEMENTED AT A FUTURE DATE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PLEASE INDICATE AVAILABILITY TO WORK:**       FULL TIME       PART TIME

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**Could you work weekends?**  YES  NO      **Could you work four 10-hour shifts?**  YES  NO

**HOW DID YOU HEAR ABOUT US?**

<input type="checkbox"/> Yahoo Hot Jobs <input type="checkbox"/> Monster.com <input type="checkbox"/> University/College <input type="checkbox"/> Employee Referral
<input type="checkbox"/> DICE.com <input type="checkbox"/> Company Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Other (specify)

**If an Employee Referral, Name of Employee:**

**If University/College, Name of Institution:**

WHAT DO YOU CONSIDER TO BE YOUR STRONGEST POINTS?

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WHAT DO YOU CONSIDER TO BE YOUR WEAKEST POINTS?

--

WHAT TALENTS WOULD YOU BRING TO HI-TECH PRINTING?

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**DRUG & ALCOHOL-FREE WORKPLACE POLICY NOTICE TO APPLICANT**

**IT IS OUR POLICY THAT ALL EMPLOYEES ARE PROHIBITED FROM THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE INCLUDING ALCOHOL IN THE WORKPLACE.**

**DRUG AND ALCOHOL TESTING MAY OCCUR AFTER EVERY JOB RELATED ACCIDENT; BENEFITS WILL BE DENIED IF TESTS ARE POSITIVE. TESTING SHALL ALSO OCCUR IF THERE IS A REASONABLE SUSPICION OF ABUSE. THE FOLLOWING DRUGS WILL BE TESTED FOR UNDER OUR COMPANY POLICY: ALCOHOL, COCAINE, DEPRESSANTS, I.E. BARBITURATES, MARIJUANA, NARCOTICS AND STIMULANTS. ANY EMPLOYEE VIOLATING THIS POLICY WILL BE SUBJECT TO IMMEDIATE DISCHARGE.**

**I UNDERSTAND THAT AS A CONDITION OF MY EMPLOYMENT I VOLUNTARILY SUBMIT TO PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING AND I AGREE TO FOLLOW, WITHOUT RESERVATION, THE DRUG AND ALCOHOL-FREE WORKPLACE POLICY.**

*Applicant Initial of Acknowledgement* \_\_\_\_\_