

Applicant Name _____ Date _____



Application for Employment

Please complete this form in its entirety.
You will sign this form electronically. Unsigned forms will not be accepted.

PERSONAL INFORMATION

Home Phone _____ Cell Phone _____

Last Name _____ First Name _____ Middle Initial _____

Address _____

City/State/Zip _____

Drivers License Number _____ State _____

Position for which you are applying: _____ Are you at least 16 years old? ☐ Yes ☐ No

☐ Full Time ☐ Part Time ☐ Temporary

Will you work overtime if required? ☐ Yes ☐ No

How did you learn about this job opening:

☐ Arkansas Democrat Gazette ☐ Website ☐ Walk in ☐ Other _____

Referred by: (Name) _____ ☐ Agency _____

Salary Requirements: _____ Date Available to Start: _____

If you have relatives employed by this company, please give their names: _____

Have you worked for RiverCity before? ☐ Yes ☐ No

If yes, give last date worked: _____ If yes, position: _____

Have you ever been convicted of a crime (Misdemeanor or Felony) other than a minor traffic violation? (A conviction includes a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.) ☐ Yes ☐ No

If yes, please explain.

Where: _____ When: _____ Charge: _____ Sentence: _____

Note: (Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction or guilty plea will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying. However, failure to disclose such information may result in disqualification of your application or termination of employment.)

EDUCATION INFORMATION

| Type of School | Name & Address of School | Dates of Attendance | Degree/Date | Major | GPA |
|---------------------------------------|--------------------------|---------------------|---|-------|-----|
| High School | | N/A | <input type="checkbox"/> Yes <input type="checkbox"/> No | N/A | |
| College/Grad/Tech Business Schools | | | | | |
| | | | | | |
| | | | | | |

Now Attending (Check if Applicable)

☐ High School ☐ College/Tech School ☐ Grad School _____ % Currently Completed

EMPLOYMENT INFORMATION

| Please list most recent employment first | Company Name Location & Phone # | Position/Duties/ Responsibilities | Salary | Immediate Supervisor | Reason for Leaving |
|--|------------------------------------|--------------------------------------|--------|----------------------|--------------------|
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |

SPECIAL QUALIFICATIONS

Do you have printing or bindery skills? ____ If yes, describe. _____

Do you have experience working with computers? ____ If yes, what level do you feel you are at? _____

What computer programs are you proficient in? _____

Do you have any experience with Print Management systems, such as PrintSmith or Printers Plan? _____

Do you use social media, such as Facebook, Twitter or LinkedIn? _____

Please list any other special qualifications you have that you feel would benefit your employment at RiverCity:

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

| Name | Telephone | Years Known |
|------|-----------|-------------|
| | | |
| | | |
| | | |

"RiverCity Print and Imaging is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability."

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held.

| Organization | Offices Held | Dates |
|--------------|--------------|-------|
| | | |
| | | |
| | | |

List special accomplishments, publications, awards, etc. _____

List any additional information you would like us to consider. _____

VERIFICATION

CERTIFICATE/WAIVER (Read carefully before signing)
I hereby certify that the statements I have made in this application and in all other documents (including any resume) provided by me to RiverCity Print and Imaging (RCPI), are true and correct to the best of my knowledge. I hereby authorize RCPI to investigate the accuracy and completeness of any information provided by me to RCPI and I hereby release RCPI and its agents from any and all liability, damages and claims of any kind whatsoever arising from any such investigation. I hereby further authorize all persons, employers (past and present), schools, entities, credit bureaus, investigative agencies and law enforcement agencies to provide to RCPI or its agents any and all information about me. I further agree to hold all such persons, employers (past and present), schools, entities, credit bureaus, investigative agencies and law enforcement agencies harmless for providing to RCPI or its agents any and all truthful information about me. I expressly understand that any omissions or false or misleading statements made by me in this application or in any other documents (including resume) provided by me to RCPI or in the interviewing process will be cause for rejection of my application for employment or, if employed, will be sufficient grounds for immediate dismissal. I agree to comply with, and be bound by all documents signed as part of this application and I agree to comply with all rules and regulations of RCPI as a condition of continued employment. I understand that if I am employed, my employment will not be for a definite duration and can be terminated at any time by either myself or my employer. I further understand that none of the company's personnel policies should be constructed as a contract or as a guarantee of continued employment. No representative of RiverCity Print and Imaging, other than the President of RiverCity Print and Imaging, or his designee, has authority to enter into or approve any agreement for employment for any specified period of time or to approve any agreement contrary to the foregoing.

Applicant's Signature

Date