



CORE VALUES Mutual Respect Open Door Honesty
 Positive Attitude Teamwork Fun Customer Focus
 Commitment to Excellence

Application for Employment

Priority Envelope is an equal employment employer. We consider all applications for positions without regard to race, color, religion, creed, gender, age, marital status, national origin, disability, sexual orientation, citizenship or any other legally protected status.

Position(s) Applied for	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Priority Env. Web Site
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Other On-line Site
<input type="checkbox"/> Priority Envelope Employee _____	
<input type="checkbox"/> Other _____	

Last Name	First Name	MI
Address	City	State
		Zip Code
Home Phone:	Cell Phone:	Social Security Number (voluntary)
Email:		

Are you 18 years of age or older? Yes No

Are you a U.S. citizen, or can you provide verification of your legal right to work in the U.S. . . Yes No
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

Have you ever been convicted of a felony or a gross misdemeanor in the last 10 years? Yes No
If yes, give dates, charge, city and state, county, type of conviction, sentence, or fine.
 You are not required to disclose any sealed or expunged convictions.
NOTE: Conviction of a felony or gross misdemeanor will not automatically disqualify a candidate from employment. A background investigation may be conducted on candidates offered employment, and this information will be used to determine suitability for employment.

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give dates, location, and position held _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time Part Time (please indicate shift)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Education	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
High School				
Tech School or College				
Graduate Professional				
Other (Specify)				

Describe any specialized education, training, apprenticeships, skills and extra-curricular activities

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1	Employer	Dates Employed		Work Performed	
	Address	From Mo/Yr	To Mo/Yr		
	Telephone Number(s)				
	Job Title	Supervisor	Starting Pay		Final Pay
	Reason for Leaving				
2	Employer	Dates Employed		Work Performed	
	Address	From Mo/Yr	To Mo/Yr		
	Telephone Number(s)				
	Job Title	Supervisor	Starting Pay		Final Pay
	Reason for Leaving				
3	Employer	Dates Employed		Work Performed	
	Address	From Mo/Yr	To Mo/Yr		
	Telephone Number(s)				
	Job Title	Supervisor	Starting Pay		Final Pay
	Reason for Leaving				
4	Employer	Dates Employed		Work Performed	
	Address	From Mo/Yr	To Mo/Yr		
	Telephone Number(s)				
	Job Title	Supervisor	Starting Pay		Final Pay
	Reason for Leaving				

State any additional information you feel may be helpful to us in considering your application.

Work Related References

1. _____ (_____) _____
(Name) (Company) Phone #

2. _____ (_____) _____
(Name) (Company) Phone #

3. _____ (_____) _____
(Name) (Company) Phone #

4. _____ (_____) _____
(Name) (Company) Phone #

Applicant Statement and Authorization

I certify the facts contained in this employment application are true and complete to the best of my knowledge. I understand any false statement, omission or misrepresentation in this employment application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Priority Envelope.

I understand any employment is contingent on a complete background investigation, which may include a criminal background check, drug screen, and post job offer health assessment based on the demands of the job for which I am applying. I certify that I was given a copy of Priority Envelope's drug and alcohol policy to review as part of the employment application process.

I authorize Priority Envelope to thoroughly investigate all statements contained in my employment application, and I authorize my former employers and references to disclose information regarding my former employment without giving me prior notice of such disclosure. In addition, I release Priority Envelope, any former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks I might receive is intended to create an employment contract between Priority Envelope and myself. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and I may be terminated at any time, with or without cause and without prior notice, at my option or the option of Priority Envelope.

I have carefully read the above and understand that by signing, I agree to and understand the foregoing statements. I also certify that the statements made by me in this employment application are true, complete and correct to the best of my knowledge and belief.

Name of Job Seeker

Date (mm/dd/yyyy)

By submitting this application, I agree to the above.