



**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"/> Priority Envelope Employee: _____ <input type="checkbox"/> Company Web Site <input type="checkbox"/> On-line Job Board <input type="checkbox"/> Newspaper <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <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 legally entitled to work in the United States? . . . . .  Yes  No  
 (Proof of eligibility will be required if hired.)

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

If yes, may we contact your present employer? . . . . .  Yes  No

Are you available to work:  Full Time     Part Time     Temporary

What shift(s) are you available to work?  1st     2nd     3rd

Are you available for overtime if the job requires it? . . . . .  Yes  No

What is your desired pay? \_\_\_\_\_                      What date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Education</b>	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.**