



Application for Employment

Please email your resume to
hr@jsmccarthy.com, if available.

We appreciate your interest in our organization. Thank you for taking the time to complete this application.

J.S. McCarthy Printers provides equal employment opportunities to all employees and applicants for employment. We do not discriminate in employment or hiring based on race, color, religion, sex, national origin, veteran status, or any other characteristic protected by federal, state, or local laws, including, without limitation, the Civil Rights Act of 1964 and the Fair Credit Reporting Act.

PERSONAL

Date _____ Telephone No. _____

email Address _____

Name _____
Last First Middle

Address _____
Street/Apt #

City State Zip

Are you authorized to work in the USA? Yes No
If hired, you are required to submit proof of your eligibility to work in the USA.

Do you have a valid driver's license and reliable transportation to and from work? Yes No

Department applied for: Customer Service Accounting/Admin Sales
Prepress Press Bindery
Production/Shipping Other

Were you previously employed by us? Yes No If yes, when? _____

What is your preferred shift? Day Night Weekend

If you chose day shift, are you available for night and weekend work? Yes No

If your application is considered favorably, on what date will you be available for work? _____

Do you know anyone who currently works at JSM? Yes No Name: _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent.

Name and Address of Company	From		To		Starting Salary	Last Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
Describe the type of business and work you did:							

Name of Supervisor: _____ Phone: _____ May we contact them? Yes No

Name and Address of Company	From		To		Starting Salary	Last Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
Describe the type of business and work you did:							

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Name of Supervisor: _____ Phone: _____ May we contact them? Yes No

RECORD OF EDUCATION / TRAINING / APPRENTICESHIPS

Type	Name and Address of School/Company	Course of Study	Circle Last Year Completed				Did You Graduate? Yes No	List Diploma/ Degree/ Certificate
			1	2	3	4		
High								
College								
Apprenticeships or Licenses								
Other (Specify)								

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

How do you prefer to be contacted to follow up on this application? Email Phone

If you chose phone, what is the best time to call? _____

PLEASE READ AND SIGN BELOW

J.S. McCarthy Printers requires a background check on certain employees with access to certain classified data or secure technology resources. By signing below, you indicate your acknowledgment that a background check may be required as a condition of employment. If so, we will provide further information to you regarding the check.

If you gave us permission to contact your present or past employers on page 2, you understand that we may contact them concerning your prior work experience.

By signing below, you confirm that the facts provided in this Application for Employment are true and complete. You understand that, if employed, any false statement on this application may result in your dismissal. You further understand that this application is not intended to be a contract of employment, nor does it obligate J.S. McCarthy Printers in any way, if it decides to employ you. You understand and agree that any employment offered to you will be at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the company has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing, and then only in writing signed by an officer.

_____ Date

_____ Signature of Applicant

APPLICANT – Do Not Write on This Page (Office Use Only)

Send “no thank you” letter, file

Authorized by _____

Date _____

Letter sent by _____

Date _____

Interview/Follow-ups

Date called _____

Interview Date _____

Comments

Date called _____

Interview Date _____

Comments

References checked

Date	Company	Comments

New Hire

Start Date _____

Department _____

Hired by _____

Date _____

Accounting notified with employee information and rate of pay

Date _____

By _____