

100% Employee Owned & Operated

Please submit this form now or you may drop off or fax (352) 375-0522 Thank you.

We Are A Drug-Free Work Place • Your hiring is contingent on passing a drug test.

		Date
Name	Email:	
Address	City	State Zip
How long at present address?	Telephone	Number
Are you presently employed?	May we contact ye	our present employer?
Have you ever applied for a job here before	e? Yes No If	f yes, when
Have you ever worked for this company be	fore? Yes No	If yes, when
Check position(s) applying for:		
Customer Service Press	Operator	Outside Sales
Bindery Delive	ry	Digital Production
Graphic Design Office	/Bookkeeping	Management
List skills or qualifications pertaining to pos	ition(s) applying for	
Are you available to work:		
Full Time Days Full Time Nights Pa	rt Time Days 📃 Part Time	Nights Weekends Overnight
Number of hours available per week (circle	one) 40) 32 24
How far into the future are you available to	work the hours indicated	d above?
Please indicate any hours or days that you	cannot work	
What is the best time to reach you at the a	bove phone number?	
Why are you interested in working for this of	company?	
What reservations or considerations do you	I have about working for	this company?
Describe the formal experience you have h	ad in dealing with the pu	ublic in a work setting, volunteer

work, etc._____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

RECORD OF EDUCATION

School	Name and Location	Did You Graduate	If Yes, What Degree?
High School		Yes	
0		🗆 No	
		🗌 Yes	
College			
		└── No	
Military/		Rank at Discharg	e
Technical			

RECORD OF EMPLOYMENT

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

Name and Address of Company	How Long Were You Employed There?	Hourly Ra	te / Salary	Reason for	Name of		
And Type of Business	You Employed There?	Starting	Final	Leaving	Supervisor		
	List duties and responsibilitie	es:					
Telephone							

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	List duties and responsibilitie	s:					
Telephone							

You may use a calculator to answer the questions below.

• What is 15% of 80?

- How much is 202.5 x 37?
- How many square feet is something 3ft x 3.5ft?
- What is the sum of 88, 16, 147, 9, 19, 416, 106, 1148, 92?

• How many linear feet is 42"?

• How much is 500 divided by 6?

Please fill in inch	measurements:
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inch

0 cm 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
0 inch 	1111	1 	hhh	2 		; 11111	3 	hlilil	4 111111	hhl		5 	ıtılıtı	6 	11111	11111	7 	1111	8 	1111		9 1 1 1	11111	1) 	1.1.1.	11 	1111	12

In the p	oast five years,	have you been	fired from a	a job or	resigned a	after being	told you w	ould be fired	?
Yes	No								

What is important to you in a job? _____

What are your plans for continued study? _____

How do you spend your "spare" time?	(hobbies,	interests,	volunteer wo	ork, organizations,	clubs)
Answering this guestion is optional.					

Do you have reliable transportation to get to and from work? Yes

How would your personal and/or professional goals be forwarded by working for this company?

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

AGREEMENT: PLEASE READ THE FOLLOWING AND SIGN YOUR NAME BELOW ...

In compliance with Federal and State Equal Employment Opportunity Laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, veteran's status, marital status, disability, or handicap, or any other legally protected status.

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) can result in immediate discharge and that my first three months of employment will be probationary. I state my understanding that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I also understand that no manager or representative of Renaissance Printing/Target Copy, other than the president of the Company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I also understand that neither a safety manual nor an employee handbook nor any other Renaissance Printing/Target Copy publication changes this at-will relationship.

I understand that unless otherwise prohibited by applicable law, I may be required at any time to submit to a physical, urinalysis, or other examination as a condition of my employment with the Company, including a pre-employment urinalysis drug test. By accepting employment, I agree to submit to such examinations or tests as required by the Company, all at Company expense.

I authorize you to make such investigations and inquiries of my personal, employment or financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.

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

Signature of Applicant

No

Date

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Additional information on back.

EMPLOYMENT CONDITIONS

PLEASE READ CAREFULLY

Renaissance Printing/Target Copy has my permission to obtain all necessary information concerning my prior employment, from the references I have listed, or any other sources. I release all parties from any possible damages resulting from disclosure of such information with/without prior written notice from me. I reserve the right to know the names and addresses of any investigative agencies used, in order that I may learn the information contained in any reports furnished to Renaissance Printing/Target Copy.

Since certain locations of Renaissance Printing/Target Copy are in operation 24 hours a day, seven days a week, overtime, shift assignment change, rotation of shifts and weekend and/or holiday work may be mandatory. If accepted for employment, I agree to abide by the rules and policies of the corporation.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Renaissance Printing/Target Copy, I may resign such employment at any time at my discretion with or without prior notice, and the corporation may terminate my employment at their discretion, with or without cause and with or without prior notice.

I further understand that no representative of the employer has any authority to enter into any agreement with me for employment for any specific period of time, or to make any agreement contrary to the rules and policies of the employer.

Additionally, I understand that, upon commencement of employment with Renaissance Printing/Target Copy, I may again be required to submit to a drug and/or alcohol test. Refusal to take a requested test, or failure to meet the required minimum standards set for the test may result in immediate suspension and/or discharge.

I have read the foregoing statements in full. I understand these statements and agree to the conditions of employment.

Date: Applicant Signature:

Print Name: