



VALLEY
PRINT LOGISTICS
 PRINT | PROMO | APPAREL | MAIL

160 S. Sheridan • PO Box 298
 Valley Center, KS 67147
 316-755-0061
 888-895-7913 Toll Free

Employment Application

PERSONAL DATA

Name (last, first, middle)				
Street Address and/or Mailing Address		City	State	Zip
Home Telephone	Business Telephone	Cell Number		
Email Address			Do you have a High School Diploma or GED? Yes No	

POSITION INFORMATION

Position applying for			
What type of work schedule are you seeking? Full Time Part Time	Are you authorized to work in the U.S. on an unrestricted basis? Yes No	Date you can start	Salary Desired
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)		Yes No	If Yes, please explain:
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?			Yes No
Can you perform these essential functions of the job with or without reasonable accommodation?		Yes No	

QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

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REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)		
Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I authorize investigation of all statements contained in this application and I release all references listed above, schools, current and past employers, from all liability for any damage or claim that may result from furnishing information to Valley Print Logistics. I understand that misrepresentation or omission of facts requested will result in refusal to employ me or my dismissal if I am employed. Further, I understand and agree that my employment is for no definitive period and may, regardless of date of employment or any wages and salary, be terminated at any time, with or without my previous notice, at the option of either Valley Print Logistics or me.

Applicant Signature

Date