

Imperial Valley Press, Inc.
Green Sheet / White sheet
APPLICATION FOR EMPLOYMENT

IMPORTANT: Read Terms of Employment carefully. Print or type answers to every question. All information on this application will be treated confidentially. FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION FOR VARIOUS REASONS, INCLUDING RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, AGE, SEX, OR DISABILITY.

PERSONAL DATA

Last Name _____ First Name _____ Middle Initial _____ Date _____

Present Address (Street and Number) _____ Telephone () _____

(City, State, and Zip Code) _____ For How Long? _____

Previous Address (Street and Number) _____ Telephone () _____

(City, State, and Zip Code) _____ For How Long? _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____

Address: _____ Telephone () _____

Do you have a driver's license? ___ Yes ___ No Type _____ State _____ Expiration Date _____

Do you have the legal right to work in the United States? ___ Yes ___ No

Have you ever filed an application with Imperial Valley Press, Inc. before? ___ Yes ___ No

When? _____ Where? _____

Have you ever been interviewed by Imperial Valley Press, Inc. before? ___ Yes ___ No

When? _____ Where? _____

Are you willing to work rotating shifts, including nights and weekends? _____ Transfer to another city? _____ State? _____

Briefly state the reasons you are interested in employment with Imperial Valley Press, Inc. :

List acquaintances employed by Imperial Valley Press, Inc. :

WORK INTEREST

Position Applied For	Location Preferred	Minimum Salary	Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Earliest Available Date:
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EMPLOYMENT HISTORY

List all previous work experience and periods of unemployment. Begin with your present position and work back to your first position. Attach resume, if necessary. If there were periods of more than one month where you were self-employed or unemployed, list name and address of person(s) who can verify your activities during this period(s).

From Mo./Yr.	To Mo./Yr.	Employer, Address, and Telephone Number	Salary	Job Title/Description of Work Performed	Reason for Leaving

EDUCATION

Schools Attended	Name and Address of School	From Mo./Yr.	To Mo./Yr.	Graduated (Yes or No)	Degree or Type of Diploma	Major Course of Study
High School						
College or University						
College or University						
Graduate School						
Business or Technical						

If you attended college but did not graduate, how many credit hours needed for degree?
 Associate _____ Bachelor _____

List any scholarships, academic honors, awards, or special achievements:

List languages which you speak and/or read proficiently:

TERMS OF EMPLOYMENT

I, the undersigned, state that all information given by me in this application is true to the best of my knowledge. I authorize Imperial Valley Press, Inc. to verify such information and to contact any reference given by me. Should I be employed by Imperial Valley Press, Inc., I agree that:

My employment shall be in accordance with the terms of this application and Imperial Valley Press, Inc.'s rules and regulations, which may be modified at anytime by Imperial Valley Press, Inc.

I understand that my employment may be terminated or I may resign at any time, with or without notice, with or without cause, Imperial Valley Press, Inc.'s only obligation being to pay me wages or salary earned by me to date of termination. I further acknowledge and agree that the period of my employment is indefinite and that no documents of the Imperial Valley Press, Inc. shall constitute a contract of employment. The policy set forth in this paragraph may be modified only by written agreement signed by me and by an officer of Imperial Valley Press, Inc.

I agree that employment may be contingent upon meeting all placement considerations, including medical ones.

All right, title, and interest, including, without limitation, all copyrights and patents, in and to any material produced or inventions developed by me which affect or relate to the Imperial Valley Press, Inc.'s business or affect or relate to Imperial Valley Press, Inc.'s industry shall vest in Imperial Valley Press, Inc. and I shall have no personal right, title, or interest whatsoever therein.

Imperial Valley Press, Inc., and any person or concern it may authorize, shall be entitled, without further consent, to copyright, sell, or use in any manner, any picture or photograph of me.

Imperial Valley Press, Inc. shall have the right at any time after the termination of my employment to furnish to others information concerning my employment record, work habits, and work performance with the Imperial Valley Press, Inc., including the information contained in this application, or copies of any information which is maintained in my personnel file. I specifically release the Imperial Valley Press, Inc., its officers, directors, agents, and employees from any and all liability regarding the release of any information described in this paragraph.

I agree not to disclose any of the Imperial Valley Press, Inc.'s trade secrets or other confidential or restricted information and not to make use of such trade secrets or confidential or restricted information in any fashion during employment or after my employment with the Imperial Valley Press, Inc. is terminated.

I authorize Imperial Valley Press, Inc. to investigate all statements contained in this application and hereby release former employers and Imperial Valley Press, Inc. from any and all liability on account of furnishing such information to Imperial Valley Press, Inc.

FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS, OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.

Signature of Applicant

Date

Human Resource Use Only:

Date of Interview: _____

Date of Offer: _____

Start Date: _____

Department: _____

Wage Rate: _____