

EMPLOYMENT APPLICATION





At CopyTec we look for team members who are committed to providing outstanding service while delivering quality work for our customers.

You can expect several things while working at CopyTec:

- A fair and respectful workplace
- A chance to make a difference in someone's life
- Many opportunities for growth in both your personal and professional life

We also have expectations of you during your time at CopyTec. Our team members are:

- **FRIENDLY:** They give helpful, enthusiastic, practical service to every customer, every time!
- **DEPENDABLE:** They arrive on time for all shifts and provide their own transportation.
- **A TEAM PLAYER:** Teamwork is key to the successful operation of our center.
- **WORK HARD:** Our customers like to have their jobs handled in a courteous, professional manner and done correctly the first time.

A typical day at CopyTec:

A typical day at CopyTec is busy and demanding. You will be servicing a group of customers that want their jobs done correctly and in a timely manner. Your most important task is to approach these customers with confidence, a great attitude and a warm, friendly smile.

These are typical tasks:

- Working with customers and taking orders
- Electronically processing the information
- Servicing those who need extra help
- Operating digital printers, laminators, binding equipment, and designing
- Shipping packages
- Stocking shelves
- Cleaning and making sure workspace is clean

Other tasks will change according to the job application


We know you will definitely:

- Develop professionally
- Have fun
- Earn a competitive wage

Appearance:

We expect our employees to come to work and be clean in appearance, well-groomed and professional. We provide shirts that have our logo on them. They are to be clean and wrinkle free. Pants should be clean and free from holes. They can be of denim or dress fabrics. Knee length pants will be acceptable during the summer.

If this sounds like a place where you would like to work, complete the attached application and return it a CopyTec manager.



Name _____

Phone:

Home _____

Address _____

Business _____

City _____

Other
names
used

State _____ Zip _____

Please read the following instructions carefully before filling out your application. All requested information must be furnished. The information that you give will be used to determine your qualifications for employment. It is important that you answer all questions fully and accurately, including your original signature. Failure to do so will result in the rejection of your application for consideration.

Basic Info

Position for which you are applying:

Are you at least 18 years of age? _____

Yes

No If not Please provide birth date: _____

Can you provide documentation verifying your right to work in the United States?

Yes

No

Do you have a valid Drivers License?

Yes DL# _____ State: _____

No

Have you ever been convicted (as an adult) of a misdemeanor or felony that has not been expunged from your record?

No

Yes Please explain: _____

List languages you speak, read, and write other than English: _____

List professional or trade licenses, certificates or registrations: _____

Education

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS ATTENDED		SEMESTER HRS COMPLETED	QUARTER HRS COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE	GRADE AVERAGE
			FROM	TO					
HIGH SCHOOL									
COLLEGE / TECH									
TRADE									

Personal References (not of family relation)

NAME AND ADDRESS	OCCUPATION	PHONE NUMBER

Past Employment

NAME ADDRESS PHONE NUMBER OF COMPANY	FROM TO		LAST POSITION HELD	
	Mo/YR	Mo/YR	TITLE	DUTIES

WEEKLY SALARY		REASON FOR LEAVING	NAME OF SUPERVISOR
STARTING	ENDING		

Availability What days of the week can you work? From when to when?

How many hours per week are you willing to work? _____

Please list any curricular activities you may be involved in that could interfere with your schedule: _____

-Important Read Before Signing-

***Make sure that you have answered all questions on your application correctly and considered all statements fully so our eligibility can be decided on all the facts.
-If you have a resume, please attach it to this application-***

The information I have given on or attached to this application is true and correct to the best of my knowledge.

I understand that any falsification of data on my part will result in disqualification from further consideration or result in termination.

I also understand that being involved or suspected in any illegal or harmful activities of any sort that may bring negative conflict or be of threat to fellow co-workers, clients and/or the company may result in immediate disqualification and/or termination.

Signature of Applicant

Date

