



APPLICATION FOR EMPLOYMENT

Name: _____ (Last) _____ (First) _____
Position Applying For: _____ Date: _____

It is the policy of Landen Desktop Publishing Center, Inc. to provide equal employment opportunity in all aspects of the employer-employee relationship -- including recruitment, hiring, upgrading and promotion, conditions and privileges of employment, company-sponsored training, education assistance, social and recreational programs, benefits and compensation, transfers and promotions, discipline, layoffs, recalls and termination of employment -- to all employees without discrimination because of race, creed, color, age, religion, sex, national origin or handicap. No question on this application is intended to elicit information for a discriminatory purpose.

EMPLOYMENT RECORD (List last position first and account for all time during the last 5 years.)						
NAME, ADDRESS AND PHONE NUMBER OF EMPLOYER	from	to	kind of work	salary	name of supervisor	reason for leaving

LIST ADDITIONAL BUSINESS AND PERSONAL REFERENCES

Name	Address	Position	Phone

Have you ever been bonded? Yes No

List any skills, experiences or qualifications that are not indicated in your employment record above (exclude those indicating race, religion, age, sex, color, national origin, or handicap):

OPTIONAL:

List any job-related organizations, clubs, professional societies or other organizations to which you belong (exclude those indicating race, religion, age, sex, color, national origin or handicap):

Hobbies: _____

IMPORTANT -- READ THE FOLLOWING: It is understood that the applicant, by presenting this application for employment represents that the statements given by the applicant are true, correct and complete and that any false, misleading or incomplete statement of the information requested in this application shall be sufficient grounds for discharge from employment. It is further understood that the submission of this application authorizes the Company to obtain any information regarding my previous employment, physical condition and character. I hereby release all previous employers, schools or persons from all liability for any damage for issuing this information. It is understood by the applicant that proof of the legal right to work in the United States must be submitted if an offer of employment is extended/accepted. Further, I hereby attest that I have read and fully understand the Agreement of Confidentiality located on the back page of this application.

_____ *signature of applicant*

This application will be held in the Company's active files for 30 days.

