



Application for Summer Employment

Please read carefully and complete by printing in ink or typing.

Last Name	First	Middle	Date	Social Security number
Street / Mailing Address			Are you a U.S. Citizen? If not, can you provide work visa or permit?	
City	State	ZIP	Home Phone	Cell Phone
Alternate Mailing Address for Taxes (if different than above)			Email Address	
Alt. City	Alt. State	Alt. ZIP		

Employment Record

Last or present company		Supervisor's name	Phone number
Street address		Phone number	Brief description of job duties/Reason for leaving
City	State	ZIP code	
Base salary	Dates worked From	To	

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May we make inquiries of previous employers? (Circle) Yes No

How were you referred to Knight Printing, please be specific? _____

Educational History

School name	Location (city, state)	Major course or subject	Dates attended From To	Graduated? Yes/No/Date	Degree/GPA
High School					
Technical/Trade (after high school)					
College (list all attended)					

We are an Equal Opportunity Employer

References (List persons other than relatives)

Name	City/State	Occupation	Phone

Job Preference - list in order of preference (See job description sheet)

1) _____ 2) _____ 3) _____

2) Are you willing to work in other departments if there are no openings in your preferred areas? (Circle) Yes No

3) State any qualifications, mechanical ability, and/or skills you have which may be relevant to the job for which you are applying:

Below is a table of approximate shift hours. Work shift hours will vary by position and may change throughout the summer.

	Day Shift	Evening Shift
Regular Full Time	7:00AM - 3:30PM M-F	3:30PM - 12:00AM M-F
Extended Shift Hours (as needed)	7:00AM - 4:30PM M-F	4:30PM - 1:00AM M-F

4) Shift Preference: (Circle) Day Shift Evening Shift

5) Would you be willing to work the Evening Shift if the Day shift were full? (Circle) Yes No

6) Vacations planned or time off needed? (Circle) Yes No List dates below.

Keep in mind that the project will begin in mid May and run through the end of August:

7) List earliest available start date: _____ 8) List latest possible end date: _____

In submitting this application for employment, I authorize, investigation of all statements contained in it, and it is understood that any misrepresentation by me in this application may result in cancellation and/or separation from the company's service if I have been employed.

I understand that incomplete applications will not be considered.

I certify that the information given is true and correct.

I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT, NOR DOES IT CONSTITUTE A PART OF ANY CONTRACT. I FURTHER UNDERSTAND THAT IF HIRED, I WILL BE AN EMPLOYEE AT WILL OF THIS COMPANY AND THAT MY EMPLOYMENT WITH THIS COMPANY CAN BE TERMINATED BY ME OR BY THE COMPANY AT ANY TIME FOR ANY LEGAL REASON OR FOR NO REASON AT ALL.

Date

Signature