



Summer Project Description: The printing, assembly, and nationwide distribution of time management materials for use in the education field. Knight Printing, working within a partnership group for a company named **Premier**, produces spiral bound notebooks for students of various age levels throughout the country. Each summer, approximately 5,000 to 7,000 schools are recipients of the agendas produced at Knight Printing Company. The quantity of books assembled in each three-month period at Knight will range between quantities of 1.4 million to in excess of 2,000,000 units. With this project, Premier's mission is to help equip students to become proactive, independent achievers who mature into leading contributors of society.

Project Time Frame: The initial stages of the project begin in early May. A limited number of individuals will be employed at this time. We will begin ramping up to full-scale production during the week preceding Memorial Day. On the Tuesday after Memorial Day, all shifts and positions will be fully staffed and working at or near full time. We will run both shifts at full capacity until the end of the third full week in August, at which time the evening shift employees will be absorbed into the day shift crew. The project will continue into September, or until all orders are completed, whichever comes first.

What We Look For in an Employee: self-motivated, conscientious, punctual, adaptable, an ability to work well with others, and willingness to work where needed.

We will ask that you commit to a date as your last possible day to work. Please make your considerations carefully and honestly. If you are a student applying for employment, please keep in mind that we expect you to work up until the weekend before the fall session begins. Those individuals who can work up to or very near September will be considered for employment before those who can only work until early or mid August.

We promote a fun, friendly, productive atmosphere. The work is often challenging, but we feel you are well compensated for it. Our pay scale is competitive and the amount of work hours available here cannot be found at most other summer employment.

All positions require full time employment and an availability to work overtime when necessary. The volume of work required compounded with a condensed time frame limit our choice of employees to those whose outside activities, commitments, and vacation plans will not adversely affect the workflow and production schedules dictated by this project. In other words, if you want a lot of time off this is not the job for you.

*** To promote punctuality and attendance, a bonus will be paid upon completion of your employment contract if you qualify for the criteria of the bonus. This bonus is a reward for individuals who have demonstrated an outstanding work ethic throughout their employment.**

We look forward to this challenging project each summer and we especially enjoy working with the outstanding individuals we are able to recruit each summer. Please read through the job descriptions sheet and evaluate your options. Please complete the attached application in full (incomplete applications will not be considered) and return it to our receptionist at your convenience.

****After fully evaluating each application, the strongest candidates will be contacted for a personal interview.**

Thank You For Your Time!