



Lansing Offices

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APPLICATION FOR EMPLOYMENT

(Please Print Clearly)

PERSONAL INFORMATION

Date _____

Name _____ Social Security No. _____

Present address _____

Telephone No. _____ If you have resided at your present address less than three years, list your prior address:

Previous address _____

Position Desired _____ Salary Desired _____

Are you available to work: full time part time temporary specify times available: _____
 on-call overtime any shift _____

List any friends or relatives employed by us: _____

Why did you apply for a position at Allegra Print & Imaging? _____

Why do you think you would make a valuable employee of Allegra Print & Imaging? _____

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied? YES NO

Are you 18 years of age or older? YES NO

Have you been convicted of or plead guilty to a felony or misdemeanor other than a minor traffic violation? YES NO

If yes, please explain _____

Name of person we should notify in case of emergency: _____

Address _____ Emergency Phone No. _____

PERSONAL REFERENCES

List the name, address and telephone number of references who are not related to you and are not previous employers.

Name and Occupation	Address	Phone Number

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Did You Graduate?	List Diploma or Degree
High			<input type="checkbox"/> Yes Year ____	
			<input type="checkbox"/> No	
Trade or Vocational			<input type="checkbox"/> Yes Year ____	
			<input type="checkbox"/> No	
College			<input type="checkbox"/> Yes Year ____	
			<input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes Year ____	
			<input type="checkbox"/> No	

SKILLS & QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from education, employment, volunteer work or military service:

List specific skills or office machines, tools, machinery, or other equipment that you are trained on and can operate that will be helpful in performing the responsibilities of the position for which you are applying:

MILITARY SERVICE RECORD

Were you in U. S. Armed Forces? ____ Yes ____ No If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at Discharge _____

EMPLOYMENT HISTORY

List below all present and past employment, beginning with your most recent.

Name and Address of Company	From		To		Job Title and Duties	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
	Starting Pay		Ending Pay			
Tel. No.						Supervisor's Name
Name and Address of Company	From		To		Job Title and Duties	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
	Starting Pay		Ending Pay			
Tel. No.						Supervisor's Name
Name and Address of Company	From		To		Job Title and Duties	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
	Starting Pay		Ending Pay			
Tel. No.						Supervisor's Name
Name and Address of Company	From		To		Job Title and Duties	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
	Starting Pay		Ending Pay			
Tel. No.						Supervisor's Name

Which of the positions listed above did you like best and why? _____

Which of the positions listed above did you like least and why? _____

APPLICANT'S STATEMENT

Please indicate that you have read and that you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

_____ I certify that this application was completed by me and that all entries on it and all information in it are **true** and **complete** to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references or former employers that are given in response to the inquiry.

_____ I hereby release all parties, including but not limited to Allegra Print & Imaging, personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to Allegra Print & Imaging, concerning me or any action Allegra Print & Imaging takes on the basis of such information.

_____ I understand that I will be required to pass a pre-employment drug screening test.

_____ I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me by Allegra Print & Imaging, is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is at-will and is therefore terminable at any time and for any reason by Allegra Print & Imaging, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Allegra Print & Imaging material do not create any guarantee of employment and that Allegra Print & Imaging has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of Allegra Print & Imaging, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on Allegra Print & Imaging.

Date: _____

Signature of Applicant: _____

Allegra Print & Imaging is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Allegra Print & Imaging will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.