



PHILLIPS
GRAPHIC FINISHING, INC.

150 Arrowhead Drive • Manheim, Pa • 17545

CORE PURPOSE

We help make the right impression
because impression matters.

CORE VALUES

Integrity
Teamwork
People Matter
Run Leaner, Faster, Better
Customer Value

Please complete the attached employment application and return to
Phillips Graphic Finishing Inc. for review and consideration.

HUMAN RESOURCES DEPARTMENT
717-653-4565 EXT. 118

Application Date: _____

Full-Time/Part-Time Application

Position(s) Applying For: _____

How did you learn about us?
Friend Relative Walk-in Other _____
Advertisement (Publication _____) Employment Agency

Name
(Last) (First) (MI) (Social Security #)

Address
(Street) (City) (State) (Zip)

Home Telephone () - County

Cell Phone () - School District

E-mail Address

Are you 18 years old or over? Yes No If not, give date of birth _____

Have you ever filed an application with us before? Yes-give date _____ No

Have you ever been employed with us before? Yes-give date _____ No

Are you employed now? Yes No May we contact your present employer? Yes No

Employer Phone () -

Have you been convicted of or pleaded no contest to a felony within the last 5 years? Yes No

If yes, please explain: _____
(Conviction will not necessarily disqualify an applicant for employment)

Are you available to work Full-Time Part-Time Temporary

- What shift and/or hours would you be available?
1st Mon.-Fri. 7:00 a.m.-3:00 p.m.
2nd Mon.-Fri. 3:00 p.m.-11.00 p.m.
3rd Sun.-Thur. 11:00 p.m.-7:00 a.m.

On what date would you be available for work? Salary Desired

CONFLICTS: Please list ALL dates that you are currently aware of that would conflict with your work schedule. Write 'NONE' if you have no schedule conflicts.

DATE	REASON

Employment Experience

Start with your present job. Include full-time military service assignments and full-time volunteer activities

1. Employer	Telephone () -	Dates Employed From To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				
2. Employer	Telephone () -	Dates Employed From To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				
3. Employer	Telephone () -	Dates Employed From To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				
4. Employer	Telephone () -	Dates Employed From To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				

If you need additional space please continue on a separate pieces of paper.

References: Give at least three references who are not relatives or previous employers		
Name	Address	Phone Number

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma-Degree				
Grade Point Average				
Describe Course of Study:				
Do we have your permission to contact above schools for grading information? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Specialized training, apprenticeship, skills, and extra-curricular activities?	
List professional, trade, business or civic activities and offices held.	
Strengths and Weaknesses	
Personal goals in life? List a few if you care to share them with us.	
Your interests or hobbies?	

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Phillips Graphic Finishing Inc.

Signature of Applicant

Date