



**Acme Paper & Supply Co., Inc.**  
 P.O. Box 422 • Savage, Maryland 20763  
 • 410-792-2333  
 Fax: 410-792-9842

# APPLICATION FOR EMPLOYMENT

(Applications Remain Active for a Period of 90 Days)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date of Application      Position Desired      Salary Desired      Date Available for Hire

Resume Attached? \_\_\_ Yes \_\_\_ No

## Name and Contact Information

\_\_\_\_\_  
 First Name      Middle Name      Last Name

**Alias or Past Names: (Please include maiden name, if applicable.)**

\_\_\_\_\_  
 First Name      Middle Name      Last Name

### Current Residence

\_\_\_\_\_  
 Address      Home Phone

\_\_\_\_\_  
 City      Cell Phone

\_\_\_\_\_  
 State      ZIP Code

### Are You:

	Yes	No
Over 18 Years Old?		
A previous applicant?		
A previous employee?		
Legally able to work in the U.S.?		
Able to make it to work using a reliable means of transportation?		

### Have You:

Ever been convicted of a crime other than a minor traffic violation?      Yes      No  
 \_\_\_\_\_  
 If yes, please describe when, where and disposition of the case(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Work Experience

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Present/Last Employer      Type of Organization      Start Date      End Date

\_\_\_\_\_  
 Address      Phone      Salary

\_\_\_\_\_  
 Job Title      Supervisor Name and Phone Number      May We Contact? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
 Reason for Leaving

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Past Employer      Type of Organization      Start Date      End Date

\_\_\_\_\_  
 Address      Phone      Salary

\_\_\_\_\_  
 Job Title      Supervisor Name and Phone Number      May We Contact? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
 Reason for Leaving

Past Employer \_\_\_\_\_ Type of Organization \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Start Date End Date

Address \_\_\_\_\_ Phone \_\_\_\_\_ Salary \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name and Phone Number \_\_\_\_\_ May We Contact? \_\_\_Yes \_\_\_ No

Reason for Leaving \_\_\_\_\_

**Work Related References**

Name	Occupation	Years Known	Contact Information

**Education & Training**

Type of School	Name & Location	Name & Date of Degree	Fields of Study
High School			
College			
Trade or Tech School			

**Academic or Other Awards or Achievements**

(Academic honors, awards, scholarships/fellowships, membership in academic societies or other awards obtained related to your education or qualifications for the position\*)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_/ Description \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_/ Description \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_/ Description \_\_\_\_\_

**Professional Organizations**

Do you belong to any professional, trade, business or civic organizations that deal with the position for which are applying? \_\_\_Yes \_\_\_ No If yes, please explain and list offices held: (Omit any organizations which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

**Additional Qualifications**

Description \_\_\_\_\_  
 Description \_\_\_\_\_

**Equipment Skills**

\_\_\_ Mechanical Forklift \_\_\_ Pallet Jack \_\_\_ Other Equipment \_\_\_\_\_

**U.S. Military Service**

Branch \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Dates of Service \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Duties \_\_\_\_\_

**Read the Following Conditions Carefully and Sign to Indicate Your Agreement**

**If you have any questions regarding the application, this statement or have need of special assistance in regard to applying for this position, please see the person of this organization who is assisting you with this application.**

This organization does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and this Organization. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, this Organization reserves the right to terminate your employment at any time and for any reason.

Moreover, you understand that no person of this Organization has any authority to enter into any agreement with you for any specified period of time or to guarantee any other personnel benefit. This includes any statements or guarantees made prior to your application or after you are employed.

When processing this application, Acme Paper may request a criminal, police or credit background check about you. In addition to background checks, this Organization may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Human Resources Department of this Organization to disclose to you the content of these reports.

I hereby agree that, if so requested by the Company, I will undergo a physical examination to determine whether I am physically qualified to perform my assigned job and I agree that the physician may disclose to the Company results of such examination. If hired I agree to undergo physical examinations as may be requested by the Company as a requirement of my continued employment, in accordance with applicable law. I understand that all physical examinations may include drug and alcohol testing and that successful completion of these examinations will be a condition of employment, in accordance with applicable law.

Also note that should you become employed by this Organization, this Organization may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that any misrepresentations or omissions by you may be the cause for rejection of your application, or may be cause for subsequent dismissal if you are hired.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For Maryland Applicants Only

**"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_