

## Applicant Certification

PLEASE READ CAREFULLY

I understand that this application is not a contract, offer or promise of employment. I acknowledge that employment with the company is on an employment at will basis. This means that my employment with the company can be terminated at any time, with or without cause or advance notice and acceptance of employment is not a contract of employment for any specified time. Similarly I am free to terminate my employment with the company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by the Company's president and me.

I further understand that I am responsible for being familiar with the Company's policies, rules and regulations, and I understand that the Company has complete discretion to modify its policies, rules, regulations and practices at any time, to the extent permitted by federal, state, and local law, except that it will not modify its policy of employment at will. By my continued employment with the Company, I consent to any such changes.

I certify that the above information is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation or omission of information on this form or relating to my application of employment may result in my denial of employment, or if employed, my immediate dismissal.

I hereby authorize the Company or its agents to confirm all statements contained in this application and/or resume to the extent permitted by federal, state or local law and I agree to complete any requisite authorization forms.\* I release all parties from any liability arising out of this provision and the use of such information.

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Federal law requires a separate release form when obtaining Consumer Credit Reports.

## Experience the Benefits

of working at DigiCOPY

Paid Holidays, Paid Vacation, Sick Days, Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, 401(k), Company Discounts

## Our Philosophy



### Customers

We strive to build long-term relationships with each of our customers. Together we will provide the highest quality document solutions, employing digital technology and the dedicated, solution oriented attitudes of our coworkers.



### Co-Workers

Each of our co-workers is a valuable member of the DigiCOPY family. We appreciate their opinions, and recognize their hard work. We value independent thinking and teamwork; and foster a flexible environment where creativity is rewarded.



### Community

We acknowledge the invaluable relationships we form with our communities, customers, co-workers, and suppliers. We will play a vital role within each community we serve, providing career opportunities and services unique to our company.

## Employment Application

**DigiCOPY**  
Custom • Variable • On Demand



**70% of DigiCOPY co-workers completed the 2017 annual survey.**

**One of the questions: What do you enjoy most about your job?**

*"Seeing what I have accomplished and having the customer sing our praises."*

*"Coming to work every day and having fun regardless of what work I have that day."*

*"The ability to work on projects and take on responsibility on my own - creative freedom."*

*"The relationships I have built with co-workers, making customers happy and the diversity of products and services and experiences."*

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[www.dcopy.net](http://www.dcopy.net)

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status or any other basis recognized by federal, state or local law.

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

## Personal Background

Name: \_\_\_\_\_  
Last First Middle In.

Current Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Referred by: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Date you can start: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full-Time  Part-Time Specify Hours: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Is there any reason we may not inquire of your present employer or prior employers? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied to DigiCOPY before? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Are you willing to work overtime?  Yes  No

If driving is a requirement of the position for which you are applying, do you have a valid driver's license?  
 Yes  No

If you are a minor, can you produce the work certificate necessary to obtain employment?  
 Yes  No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? (Verification and completion of Form 1-9 must be submitted no later than three business days after date of hire).  
 Yes  No

Have you ever been convicted of a felony which is substantially related to the functions or qualifications of the position(s) for which you are applying?  
 Yes  No

Note: This question does not apply to convictions which have been expunged, sealed, pardoned or otherwise exonerated or eradicated. (A conviction record will not necessarily be a bar to employment).

## Educational Background

### High School:

\_\_\_\_\_  
Name and Location of School  
Circle Highest Grade Completed: 9 10 11 12/GED

### College/Trade, Business or Graduate School:

\_\_\_\_\_  
Name and Location of School  
Circle Highest Grade Completed: 1 2 3 4  
Major Area of Study: \_\_\_\_\_

\_\_\_\_\_  
Name and Location of School  
Circle Highest Grade Completed: 1 2 3 4  
Major Area of Study: \_\_\_\_\_

Specialized technical skills (e.g. computer programming/language software, equipment operation, special tools or machines):

\_\_\_\_\_  
\_\_\_\_\_

## Work Experience

Please list below your last two employers, starting with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internship or military service.

Date (Mo./Yr.): From: \_\_\_\_\_ To: \_\_\_\_\_

Name, Address and Phone # of Employer:

\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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

Date (Mo./Yr.): From: \_\_\_\_\_ To: \_\_\_\_\_

Name, Address and Phone # of Employer:

\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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

## References

Please give the names of two additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

Name and Position: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Name and Position: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_