

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.



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 I-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: _____