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## Application for Employment

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Name

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Date

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*Please Indicate the position(s) for which you wish to be considered. Applicants are considered only for specific positions, please do not list "any."*

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Position

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Position

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Position

# Employment Application

Instructions: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed, and you will be given thorough consideration for the position(s) for which you have applied. Upon employment this application will become part of your permanent record at Pioneer Direct Marketing/Pen Point Technologies. Keep that in mind as you complete it.

Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. Pioneer Direct Marketing/Pen Point Technologies does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status citizenship, age, disability, veteran status or any other legally protected class. You may request assistance in completing this application.

## Applicant Information

Full Name:  Date:   
Last First M.I.

Address:   
Street Address Apt/Unit #

City State ZIP Code

Phone: (  ) Email:

Date Available:  Desired Salary: \$

Position Type:  Regular Full-time  Regular Part-time  Temporary/Seasonal  As Needed

Are you legally entitled to work in the United States? I-9 compliance is mandatory upon employment. YES  NO

Have You ever worked for this company? YES  NO  If YES, when?

If convicted of crimes, please explain here: NO Convictions

(A criminal conviction may or may not prohibit you from employment here).

Have you ever been convicted of a moving traffic violation? YES  NO  If YES, list all here:

Have your driving privileges ever been revoked or suspended? YES  NO  If YES, list when and why?

## Education

High School:  Address:

From:  To:  Did you graduate? YES  NO  Diploma:

College:  Address:

From:  To:  Did you graduate? YES  NO  Degree:

Please initial here to certify that your college degree was earned through the actual completion of college level course work and confirmed by an accredited college or university. \_\_\_\_\_

Other:  Address:

From:  To:  Did you graduate? YES  NO  Degree:

## References

*Please list three professional references.*

Full Name:  Relationship:   
Company:  Phone:   
Address:

Full Name:  Relationship:   
Company:  Phone:   
Address:

Full Name:  Relationship:   
Company:  Phone:   
Address:

## Previous Employment

Company:  Phone:   
Address:  Supervisor:

Job Title:  Starting Salary: \$  Ending Salary: \$

Responsibilities:

From:  To:  Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Company:  Phone:   
Address:  Supervisor:

Job Title:  Starting Salary: \$  Ending Salary: \$

Responsibilities:

From:  To:  Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Company:  Phone:

Address:  Supervisor:

Job Title:  Starting Salary: \$  Ending Salary: \$

Responsibilities:

From:  To:  Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Military Service  Not Applicable

Branch:  From:  To:

Rank at Discharge:  Type of Discharge:

If other than honorable, explain:

### General Employment Information

#### List Equipment for which you have training:

Indicate Hours Available:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	__ to __ <input type="checkbox"/> Any time	__ to __ <input type="checkbox"/> Any time	__ to __ <input type="checkbox"/> Any time	__ to __ <input type="checkbox"/> Any time	__ to __ <input type="checkbox"/> Any time	__ to __ <input type="checkbox"/> Any time	__ to __ <input type="checkbox"/> Any time
<b>Which of the following are you available to work?</b>		1st <input type="checkbox"/>	2nd <input type="checkbox"/>	3rd <input type="checkbox"/>	Weekend <input type="checkbox"/>	Holiday <input type="checkbox"/>	
Are you able and willing to perform the essential functions of the job for which you are applying, including travel if necessary?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Don't Know <input type="checkbox"/>	If known, please explain reason and accommodation needed:		
Are you currently under a Non-compete agreement that will prevent you from working for any business in our industry?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, please explain and list the date the agreement expires:			

#### Conditions of Employment

- I. The facts as stated on this application are true and correct. I understand that if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize whatever background and personal reports needed to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at-will and that this application is not a contract of employment with Pioneer Direct Marketing/Pen Point Technologies and that my employment and compensation can be terminated with or without cause, at any time, at the option of either Pioneer Direct Marketing/Pen Point Technologies or me. I understand that no representative of this company has the authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of this company, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and a Managing Partner of Pioneer Direct Marketing/Pen Point Technologies.
- V. I understand that I will be required to submit to pre-employment and/or post-employment test for fitness and/or substance abuse if not prohibited by law.
- VI. Upon Separation of employment I authorize Pioneer Direct Marketing/Pen Point Technologies to withhold from my final paycheck any monies owed by me for equipment, loans, products, services, benefits advanced that I have not earned, materials or other assets in my possession not promptly returned or repaid as agreed.
- VII. As a condition of employment, I accept that any complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution, unless prohibited by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_