



Albums for the creative photographer

EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT

Date: _____ Date Available: _____

All questions must be answered carefully and completely. If you have a resume, please attach it to this application.

Name: _____
Last First Middle

Social Security No.: ____/____/____ Email Address: _____

Address: _____
Number and Street City State Zip Code

Mobile No.: _____ Home No.: _____

Position Desired: _____ Salary Desired: _____

Check type of employment desired: Full Time Part Time Per Diem Temporary

Check days available: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

OFFICE: Willing to work an 8:00AM – 4:30PM shift? Yes No

PRODUCTION: Willing to work a 6:30AM – 3PM shift? Yes No

Willing to work overtime? Yes No Willing to work Saturday Overtime? Yes No

Are you: Over the age of 18? Yes No A previous applicant? Yes No

A previous employee? Yes No

If you are offered employment, will you be able to provide proof that you are legally eligible for employment in the United States? Yes No

If the position applied for requires a licensed driver, are you a licensed driver? Yes No N/A

Were you referred to Zookbinders Inc.? Place a check to indicate source of referral:

Advertisement -- Name of publication: _____

Employee -- Name of employee: _____

Employment Agency -- Name of employment agency: _____

Other: _____



Other than traffic violations, have you ever been convicted of a crime? Yes No

Conviction of a crime does not necessarily disqualify you from employment. This information will be used for job related purposes and only to the extent permitted by applicable law.

If yes, describe in detail: _____

WORK EXPERIENCE

Note: Start with most recent position; furnish dates and explanations for each period of unemployment of one month or more. A resume providing this information may be attached as a supplement.

Present/Last employer		Address		Phone number
Start date	Leave date	Salary	Reason for leaving	
Job title		Supervisor and title		May we contact?
Description of job and duties:				

Present/Last employer		Address		Phone number
Start date	Leave date	Salary	Reason for leaving	
Job title		Supervisor and title		May we contact?
Description of job and duties:				



WORK EXPERIENCE continued

Present/Last employer		Address		Phone number
Start date	Leave date	Salary	Reason for leaving	
Job title		Supervisor and title		May we contact?
Description of job and duties: _____				

EDUCATION AND TRAINING

Please complete all appropriate items.

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DEGREE EARNED	MAJOR AND MINOR FIELDS OF STUDY
High or Trade School		Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or Tech. School			
Colleges			
Other Training (Explain)			

OTHER RECOGNITION

Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant. (Exclude those indicating race, color, religion, national origin.)

- (1) _____
- (2) _____
- (3) _____
- (4) _____



ADDITIONAL QUALIFICATIONS

What knowledge, technical or computer skills, and /or individual capabilities do you have which especially prepare you for the position you have applied for?

Publications, Awards, etc.: _____

Military: Branch of service: _____ Rank at discharge: _____ Number of years of service: _____

List duties in the service, including schools and training: _____

EMPLOYMENT REFERENCES

List name and telephone number for three business/work references who are NOT related to you. Try to include one supervisor and one co-worker. Personal references are not needed at this time.

Name	Number of years known	Relationship (Supervisor, co-worker)	Contact Information (Phone Number and/or Email Address)



APPLICANT STATEMENT

I expressly authorize **Zookbinders Inc.** (Zookbinders) and its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the applications, resume, or job interview. I hereby release from liability **Zookbinders** and its representative, employees, and agents for seeking, gathering, and using such information in a lawful manner in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that **Zookbinders** is committed to equal opportunity in employment and does not discriminate based on race, color, sex, national origin, religion, disability, age, or any other legally protected characteristic under applicable state, federal or local law. Accordingly, nothing in this application or the hiring process will be used to discriminate against any applicant on those grounds.

By signing this application, I understand and acknowledge that nothing in this application or the hiring process is intended to create an employment contract between **Zookbinders** and me. I also understand and acknowledge that if I am employed, I will be **employed at will**, which means that I may resign from employment at any time for any reason, with or without notice or warning and with or without cause, and that **Zookbinders** may terminate my employment at any time for any reason, with or without notice or warning and with or without cause. I understand that this description of my possible employment relationship with **Zookbinders** supersedes any earlier oral or written representations or statements that may have been made to me. I also understand that if I become employed, no one will have the authority to change the fact that I will be employed at will except the President of **Zookbinders**, and that any such change will have to be in writing and signed by the President to be effective.

I represent and warrant that except as specifically set forth in this employment application I have not been employed or otherwise performed work for any competitor or client of **Zookbinders** and am not bound by any restrictive covenant or agreement with any third party that would prevent or restrict me from performing my duties as an employee of **Zookbinders**. I further represent that except as specifically set forth in this employment application, I do not have any actual or potential conflict of interest with **Zookbinders**, including without limitation, any financial interest or relationship with any competitor or client of **Zookbinders**.

By signing this application, I am certifying that all statements contained in this application are true, complete, and correct, and that I have not withheld anything that would affect this application unfavorably. I understand that if any statements in this application are found to be false or misleading, that will be a basis for rejecting my application for employment. I also understand that if I become employed by **Zookbinders**., and any statements in this application are subsequently found to be false or misleading, I will be subject to immediate termination of employment.

I represent and warrant that I have read and fully understand each of the foregoing statements and seek employment under these conditions.

Applicant Signature: _____

Date: _____