



## Application for Employment

7300 Edgewater Drive  
Oakland, CA 94621  
(510) 577-6777

Everett Graphics, Inc. is an equal employment opportunity employer. Everett Graphics, Inc. does not unlawfully discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, disability, age marital status, medical condition, or any other legally protected status.

### PERSONAL INFORMATION:

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Last Name	First Name	Middle Initial	Date Of Application
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Street Address	Home Telephone Number
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City, State Zip	Work Telephone Number
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List any other names by which you have been known	Social Security Number
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In case of emergency, please contact (Relationship)	Telephone Number
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Have you worked previously for Everett Graphics, Inc., or applied for employment here? If yes, please give details.

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Position(s) applying for?	Salary desired?
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I <input type="checkbox"/> can <input type="checkbox"/> cannot	work on Saturdays
I <input type="checkbox"/> can <input type="checkbox"/> cannot	work on Sundays
I <input type="checkbox"/> can <input type="checkbox"/> cannot	work nights or evenings
I <input type="checkbox"/> can <input type="checkbox"/> cannot	work overtime

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When will you be available to begin work?

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Are you a U.S. citizen and / or legally eligible to work in the United States? (Proof of eligibility will be required if an offer of employment is made.)

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Are you 18 years old or over?

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Have you ever been convicted of a felony? (Do not include marijuana related convictions which occurred more than two years prior to the date of this application or traffic violations or any offense for which you have successfully completed a pre-trial or post-trial diversion program.) (A conviction will not necessarily disqualify you.)

YES  NO

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If yes, please state: (i) offense for which convicted; (ii) jurisdiction in which convicted; (iii) date on which convicted; and (iv) any other relevant information you wish to offer:

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Are you capable of performing, with or without reasonable accommodation, the activities involved in the job for which you have applied?

YES  NO

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**NOTE TO APPLICANTS:** Before answering this question, make sure that you are aware of the requirements of the job for which you are applying.

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How did you hear about Everett Graphics, Inc.?

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Please list any friends or relatives currently working for Everett Graphics, Inc.

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**EDUCATION INFORMATION:**

Name & Location of School	Course of Study	Years Completed	Graduated	Degree, Diploma, or Equivalency Certificate
High School:			[ ] Yes [ ] No	
College:			[ ] Yes [ ] No	
Trade, Business or Graduate School:			[ ] Yes [ ] No	

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**EMPLOYMENT EXPERIENCE:**

Please list all of your previous employers (including self-employment), beginning with your most recent employment. Continue on a separate sheet, if necessary.

1. \*\* Work Performed:

[ ] Employer Name Telephone Number(s)

Address (Include City / State)

Job Title Supervisor

Reason for Leaving

Dates Employed

Hourly Rate/Salary

From

To

Starting

Ending

2. \*\* Work Performed:

[ ] Employer Name Telephone Number(s)

Address (Include City / State)

Job Title Supervisor

Reason for Leaving

Dates Employed

Hourly Rate/Salary

From

To

Starting

Ending

3. \*\* Work Performed:

[ ] Employer Name Telephone Number(s)

Address (Include City / State)

Job Title Supervisor

Reason for Leaving

Dates Employed

Hourly Rate/Salary

From

To

Starting

Ending

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**\*\* MARK THE BOX NEXT TO THE EMPLOYER(S) YOU DO NOT WANT CONTACTED!**

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List past supervisors or employers for whom you have worked that can be a source of work reference

Name & Company previously worked for	Title at that Company	Time period you were under this person's supervision	Telephone Number
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**CERTIFICATION:**

Please read before signing. If you have any questions regarding the following, please ask for assistance.

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of requested facts will result in termination from employment or removal of my application from consideration. I authorize the Company to secure information about my experience with former employers and educational institutions, and I authorize those parties to provide information concerning my experience, releasing all parties from any liability arising therefrom.

\_\_\_\_\_  
Initial

I have been given a Notice and Consent Regarding Consumer and Investigative Consumer Reports. I understand and acknowledge that my failure or refusal to sign this form may result in Everett Graphics excluding my application from consideration for employment, consistent with applicable legal requirements.

\_\_\_\_\_  
Initial

If employed by the Company, I agree that I will abide by Company policies and rules. I understand that the Company may, at any time in its sole discretion, change wages, benefits and working conditions, with the exception of the at-will employment policy, which can only be modified as described below, and with the exception of the Alternative Dispute Resolution Policy, which can be modified in accordance with applicable law.

\_\_\_\_\_  
Initial

I understand that if I am hired, my employment will be without any specified term and will be "at-will", meaning that both the Company and I are free to terminate my employment at any time for any reason, without cause and without prior notice. I also understand that, except for the President of Everett Graphics, no manager or other representative of the Company has any authority to alter this policy of at-will employment or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and then only in an explicit writing, signed by the President.

\_\_\_\_\_  
Initial

I understand and agree that as a condition of employment or continued employment, I will be required to provide proof of work authorization and identity as required by law.

\_\_\_\_\_  
Initial

I acknowledge and agree to submit to binding arbitration all disputes covered by the Company's Alternative Dispute Resolution Policy.

\_\_\_\_\_  
Initial

I \_\_\_\_\_ (Print Name) certify that I have read the above statements contained within this application and that I understand those statements. I further agree to adhere to all of the above statements as a material condition of employment with Everett Graphics and as a pre-condition to the Company's consideration of this application for employment.

\_\_\_\_\_  
Date of Application

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

**APPLICANT PLEASE NOTE:** The Company considers applications for a 60-day period only. If you wish to be considered for employment after 60 days from the date of this application, please reapply.