



Zander Press Inc. is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status. We are an employer at will. Filling out an application does not guarantee employment. Positions may be subject to a background check.

MAIL APPLICATION MATERIALS TO:

Zander Press Inc.
 425 W. Ryan Street
 Brillion, WI 54110
 Phone: (920) 756-2222
 Fax (920) 756-2701
 email: kris@zanderpressinc.com

Zander Press Inc. may require pre-employment drug testing and reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination may be required.

**Thank you for your interest in employment with Zander Press Inc.
 Please read the following instructions carefully:**

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, reasonable accommodations may be requested.
- Incomplete or illegible applications will not be considered. Resumes will be accepted as a supplement to the application form, but will not substitute for it.
- If more space is needed, please indicate this on the application form and attach the additional paper to the application.

PERSONAL INFORMATION

Position Applied For:		Date Available:	
Last Name:	First Name:	Middle Name:	
Street Address:	City:	State:	Zip:
Home Phone:	Work Phone:	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Hours?
E-mail Address:	Cell Phone:	Type of Employment Acceptable: (check all that apply) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	
When would you be available to start?	Are you willing to work overtime if requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• Are you at least 18 years of age: (Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? (Verification will be required at the time of employment.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are you able to perform all of the duties listed in the position description, with or without reasonable accommodations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you ever been convicted of a felony? (If the answer is "yes," please explain at the end of this application form. A "yes" answer does not necessarily disqualify an applicant.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No

WORK HISTORY — PART A

A "yes" answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer "yes" to any of the following questions, please provide an explanation at the end of this application form.

• Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you ever been disciplined for attendance problems in your current or previous employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are there any gaps in employment in excess of thirty (30) days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you ever been employed by Zander Press Inc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EDUCATION & TRAINING

HIGH SCHOOL		
Highest Level Completed:	Name & Location of High School	Graduated?
<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED/HSED		<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION & TRAINING BEYOND HIGH SCHOOL

Name & Location of Institution:	Dates Attended:		Major Field of Study:	GPA	Degree Conferred & Year:
	From:	To:			

- Relevant coursework:
- Additional skills and/or training
- Professional licensures/certifications & expiration dates:

DRIVER'S LICENSE

Your duties may include delivery. Please fill out the section below.

<ul style="list-style-type: none"> Do you have a valid Wisconsin driver's license? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> List any moving violations within the previous five (5) years: 	

PROFESSIONAL REFERENCES

Please provide us with four (4) references that would be able to describe your work abilities, qualifications, skills, and/or educational background.
Please do not submit names of relatives, spouses, or significant others.

Name	Telephone #	Occupation	Nature of Relationship

WORK HISTORY

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had in the past 10 years. Please include positions beyond the 10 year period if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information provided in the application. Please note that it is the policy of Zander Press Inc. to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

Employer Name:		Position Title:		Type of Business:	
Address of Business (street, city, zip)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (street, city, zip)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (street, city, zip)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (street, city, zip)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (street, city, zip)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

For additional employers, please use a separate piece of paper

EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Zander Press Inc. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen, and any other required examinations.

I understand that Zander Press Inc. may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Zander Press Inc. with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof.

Name (Printed or Typed):	Signature:	Date:
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Thank you for completing this application and for your interest in employment with Zander Press Inc.