

# APPLICATION FOR EMPLOYMENT

Speaker Fulfillment Services, Inc.  
2001 N Hunt St  
Terre Haute, IN 47805  
(812) 877-7100

Equal Opportunity Employer - Discrimination in employment because of race, religion, creed, color, national origin, ancestry, disability, age, sex, or liability for service in the Armed Forces of the United States is prohibited by company policy. In addition, company employment policy requires compliance with state and local fair employment practice laws and regulations. This company is an equal opportunity employer.

## PERSONAL INFORMATION

Name : \_\_\_\_\_ SSN : \_\_\_\_\_ Date : \_\_\_\_\_  

LAST
FIRST
M.I.
TODAY'S

Is there any other name we should be aware of in order to adequately check your employment or educational history? \_\_\_\_\_

Address : \_\_\_\_\_ Home phone : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_ Cell phone : \_\_\_\_\_

Are you 18 years of age or older? Yes  No  How many days were you absent from work last year? \_\_\_\_\_

Have you received any driving/moving citations in the past 24 months? Yes  No

Do you currently use drugs illegally? Yes  No  Do you drink alcohol? Yes  No

Did you have any performance problems or complaints at your last job? Yes  No

Can you meet the requirements of our normal work hours and work schedule? (Approximately 8 am. To 5 pm. M-F) Yes  No

Are you interested in shift work Yes  No  If yes, what shift do you prefer? 1st  2nd  3rd  ANY

Are you able to perform the specific responsibilities of the job that you are applying for with or without reasonable accommodations? Yes  No  Have you ever been convicted of a drug or alcohol related felony? Yes  No

After we have hired you, will you be able to submit proof that you have the legal right to work in the United States? Yes  No

Are you willing to take a pre-employment physical & drug screen? Yes  No

## GENERAL INFORMATION

Are you employed now? Yes  No  Referred to S.F.S. by anyone? Yes  No  If yes, who \_\_\_\_\_

Are you seeking work: Full Time  Part Time  If part time specify why: High School  College  Another Job

Would you require any special work hours or time off? Yes  No  If yes, Please explain: \_\_\_\_\_

Activities or Civic Organizations that you enjoy: \_\_\_\_\_

Do you have a valid drivers license? Yes  No  State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Is a vehicle available to you for daily use? Yes  No  Do you have automobile insurance? Yes  No

Do you mind traveling? Yes  No  Are you bothered by heights? Yes  No

Have you ever been employed by this company? Yes  No  If yes, when? : \_\_\_\_\_

Have you ever applied for work at this company? Yes  No  If yes, when? : \_\_\_\_\_

## EDUCATION

SCHOOLS	SCHOOL NAME & CITY	GRADUATED
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>
College/University		Yes <input type="checkbox"/> No <input type="checkbox"/>

SCHOOLS	SCHOOL NAME & CITY	GRADUATED
Technical School		Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Training		Yes <input type="checkbox"/> No <input type="checkbox"/>

## FORMER EMPLOYERS

DATE-(month/year)	NAME OF EMPLOYER/SUPERVISOR PHONE NUMBER	POSITION	PAY	REASON FOR LEAVING
FROM _____				
TO _____				
FROM _____				
TO _____				
FROM _____				
TO _____				

**SERVICE OBLIGATIONS**

Served in the U.S. Armed Forces : A N AF M AR NG CG No  Rank at discharge : \_\_\_\_\_ ETS Date : \_\_\_\_\_

**POSITION**

What position are you applying for? Office/Clerical  Art/Printing Dept  CD/DVD Duplication  Audio   
Accounting  Shipping Dept  Assembly  Sales/Marketing  Customer Service  Management   
Wage sought : \_\_\_\_\_ (negotiable/non-negotiable) Date that you can start : \_\_\_\_\_

**YOUR QUALIFICATIONS**

(Please circle ONLY in the area that applies to you. 0 being no knowledge to 3 being an Expert)

OFFICE/CLERICAL	ASSEMBLER	ART/PRINTING DEPT
0 1 2 3 MS Word	0 1 2 3 Labeling CDs	0 1 2 3 Photoshop
0 1 2 3 MS Excel	0 1 2 3 Inserting outserts into cases	0 1 2 3 Illustrator
0 1 2 3 Open Office	0 1 2 3 Making Boxes	0 1 2 3 PageMaker
0 1 2 3 Adobe Acrobat	0 1 2 3 Bubble wrapping	0 1 2 3 Acrobat
0 1 2 3 Eureka	0 1 2 3 Final Packaging	0 1 2 3 Quark
0 1 2 3 Keyboarding Skills	0 1 2 3 Quality Control	0 1 2 3 Sure Thing
0 1 2 3 Answering Multi-Line Phones	0 1 2 3 L-bar Shrink-wrapping	0 1 2 3 Xerox 4110
0 1 2 3 Mailing Sorting	0 1 2 3 Electric Cutter	0 1 2 3 Xerox 6060
	0 1 2 3 Electric 4:1 GBC puncher	
	0 1 2 3 Electric 4:1 inserter	
AUDIO DEPT	SHIPPING/RECEIVING DEPT	ACCOUNTING DEPT
0 1 2 3 Sound Forge	0 1 2 3 Picking Orders	0 1 2 3 QuickBooks
0 1 2 3 Editing Audio	0 1 2 3 Packing Orders	0 1 2 3 Eureka
0 1 2 3 Cleaning Audio	0 1 2 3 UPS	0 1 2 3 AR
0 1 2 3 Cdex	0 1 2 3 Worldship	0 1 2 3 AP
0 1 2 3 Tracking Audio	0 1 2 3 FedEx	0 1 2 3 Collections
0 1 2 3 Converting Audio Formats	0 1 2 3 USPS	0 1 2 3 Invoicing
0 1 2 3 Mastering Audio	0 1 2 3 UPS	0 1 2 3 Bill Payment
0 1 2 3 Recording Audio	0 1 2 3 Eureka	0 1 2 3 Bank Reconciliation
CD/DVD DUPLICATION	0 1 2 3 International Shipping	0 1 2 3 Purchasing
0 1 2 3 CD Mastering	0 1 2 3 Inventory Control	
0 1 2 3 DVD Mastering		
0 1 2 3 MicroTech Xpress	MISCELLANEOUS	
0 1 2 3 MicroTech TEAC P-55	0 1 2 3 Computer Software Skills	0 1 2 3 Phone Skills
	0 1 2 3 Customer Service	0 1 2 3 People Interaction

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED MY APPLICATION MY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS AND AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

APPLICANT'S SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY : \_\_\_\_\_ DATE : \_\_\_\_\_

REMARKS : \_\_\_\_\_  
\_\_\_\_\_