

Our **VISION...**

DW Mail supports business and economic growth while making a difference in the lives of others

Our **MISSION...**

DW Mail leads the industry in exceptional services related to mail, fulfillment, and print while nurturing a superior workplace and supporting our community.

At DW Mail we are looking for people who **VALUE:**

- ✓ **CARING:** We believe in being considerate of each other, our customers, our community, and our world. There is infinite value in appreciating, respecting, empathizing, and acting on behalf of others
- ✓ **PERSONAL RESPONSIBILITY:** Each of us influences business success by upholding a conscientious presence, making wise decisions, being honest and trustworthy, and following through on commitments
- ✓ **TEAMWORK:** We enjoy having fun while working together as a team to accomplish business results
- ✓ **CONTINUOUS IMPROVEMENT:** We support creativity, critical thinking, and problem solving as essential factors to business and personal growth



Employment Application

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Date: _____ Position Applied for: _____

Applying for Full-time Part-time Temporary When could you start work? _____

Last Name First Name Middle Name Phone Number

Present Street Address City State Zip Code

Are you 18 years of age or older?..... Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.?..... Yes No

Have you worked or attended school under any other names?..... Yes No

If yes, give names: _____

Have you ever applied here before?..... Yes No

Were you ever employed here?..... Yes No

Do any of your friends or relatives, other than spouse, work here?..... Yes No

If Yes, state name and relationship _____

How were you referred? _____

If employed, do you expect to be engaged in any additional business or employment outside of our job?..... Yes No

Have you ever been convicted of any law violation?..... Yes No
(Include any plea of "guilty" or "no contest." Exclude minor traffic violations.)

If yes, give details: _____
(A conviction will not necessarily disqualify an applicant for employment.)

FOR DRIVING JOBS ONLY

Do you have a valid driver's license?..... Yes No

Class of License: _____ State Licensed In: _____

Have you had your driver's license suspended or revoked in the last 5 years?..... Yes No

If Yes, give details: _____

EDUCATION

	NAME AND ADDRESS OF SCHOOLS	NUMBER OF YEARS COMPLETED	DIPLOMA/ DEGREE/ CERTIFICATE	SUBJECT STUDIED
High School or GED:	_____	_____	_____	_____
College or University:	_____	_____	_____	_____
Vocational or Technical:	_____	_____	_____	_____

What skills or additional training do you have that relates to the job for which you are applying?

What machines or equipment can you operate that relate to the job for which you are applying?

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR) From: _____ To: _____
CITY, STATE, ZIP CODE	PAY: Start \$: _____ Final \$: _____
SUPERVISOR(S)	REASON FOR LEAVING

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR) From: _____ To: _____
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Have you ever been fired from a job or asked to resign?..... Yes No
 If yes, explain: _____
 Are you presently employed?..... Yes No
 If yes, whom do you suggest we contact? _____

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.
 I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.
 I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.
 I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.
I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

I have read, understand, and by my signature consent to these statements.
 Signature: _____ Date: _____
This application for employment will remain active for a limited time. Ask the organization's representative for details.