j.c.MANNYco.

Imprinting Apparel Since 1995

Employment Application

169 N. Otterbein Ave., Westerville, OH 43081 614.882.0080 fax: 614.882-6627

PERSONAL INFORMATION

DATE / /

Name (Last)	First	Middle	Social Security No. – –

Home Address	City	State	Zip	Birthdate / /

Home Telephone	Cell Telephone	E-Mail Address	May we contact you at work? ☐ Yes ☐ No

Position Applying For	Date Available / /	Are you interested in (check all that apply) ☐ Full-time ☐ Part-time ☐ Seasonal ☐ Summer

Days and Hours Available

Days	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From						X	X
To						X	X

How were you referred to The J.C. Manny Co.?

EDUCATION

Type of School	Name and Location of School			Degree/Area of Study	Number of Years Attended	Graduated (Check One)
High School	Name	Address				☐ Yes ☐ No
	City	State	Zip			
College	Name	Address				☐ Yes ☐ No
	City	State	Zip			
Graduate School	Name	Address				☐ Yes ☐ No
	City	State	Zip			
Other	Name	Address				☐ Yes ☐ No
	City	State	Zip			

Summarize Your Special Skills or Qualifications

PERSONAL INFORMATION

Salary Requirements	Driver's License #	Benefits Requirements

Are You Physically Able to Lift 35-55 lbs.? ☐ Yes ☐ No	Are You Able to Work & Use Cleaning Chemicals? ☐ Yes ☐ No	Please List Any Health Problems You Might Have, e.g. Migraines, Allergies, etc.:

LEGAL

Our Business Uses Chemicals and has Fumes from these Chemicals, would this be a problem for you? ☐ Yes ☐ No

Are you a U. S. Citizen or do you have a legal right & necessary documents to work in the U. S.? ☐ Yes ☐ No
(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were you ever discharged by any company? ☐ Yes ☐ No If yes, give name of company(ies) _____

Reason for Discharge _____

Have you ever been convicted of a crime other than a minor traffic violation? (Note: You are not obligated to discuss sealed or expunged records of conviction or arrest nor will such information be asked of you or considered in employment decisions.) The existence of a criminal record will not automatically disqualify you from the job for which you are applying. ☐ Yes ☐ No If yes, please explain offense and final disposition: _____

(CONTINUED ON BACK)