

Application for Employment



McCormick-Armstrong Co., Inc.
1501 E. Douglas
PO Box 1377
Wichita, KS 67211
316-264-1363

An Equal Opportunity Employer

McCormick-Armstrong Co., Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

The company will retain this application in an active status for the purpose of consideration for employment for 30 days from the date of application.

(Application must be personally printed in full by the applicant even if attaching a resume.)

POSITION APPLIED FOR _____ DATE OF APPLICATION _____

| PERSONAL | | | |
|--|-------------------|------------------------|---------------|
| PLEASE PRINT USING BALLPOINT PEN | | | |
| FULL NAME | FIRST MIDDLE LAST | SOCIAL SECURITY NUMBER | |
| PRESENT ADDRESS | STREET | CITY | STATE ZIP |
| | | HOME TELEPHONE # | Email Address |
| IF NO PHONE, HOW MAY WE CONTACT YOU? | | | |
| ARE ANY OF YOUR RELATIVES PRESENTLY EMPLOYED WITH THE COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| IF YES, NAME OF RELATIVE(S): | | | |
| HAVE YOU EVER WORKED FOR THE COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, APPROXIMATE DATE: MO/YR. | | | |
| HAVE YOU EVER APPLIED TO THE COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, APPROXIMATE DATE: MO/YR. | | | |
| PLEASE IDENTIFY WHERE YOU LEARNED ABOUT AN EMPLOYMENT OPPORTUNITY WITH THIS ORGANIZATION: | | | |
| <input type="checkbox"/> NEWSPAPER AD <input type="checkbox"/> INTERNET JOB POSTING <input type="checkbox"/> COMPANY WEB SITE <input type="checkbox"/> PHONE JOB LINE <input type="checkbox"/> EMPLOYEE REFERRAL <input type="checkbox"/> TECH SCHOOL/COLLEGE PLACEMENT <input type="checkbox"/> JOB FAIR <input type="checkbox"/> TEMP SERVICE <input type="checkbox"/> RECRUITER <input type="checkbox"/> RADIO <input type="checkbox"/> OTHER | | | |

| GENERAL INFORMATION | |
|--|--|
| ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO (If offered employment, you will be required to provide documentation to verify eligibility.) | |
| HAVE YOU EVER BEEN CONVICTED OF A CRIME OR VIOLATION OTHER THAN A MINOR TRAFFIC INFRACTION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN: | |
| IF YES, PLEASE EXPLAIN CONDITIONS: | |
| HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT OR ASKED TO RESIGN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN: | |
| PLEASE CHECK SCHEDULE AVAILABILITY: | |
| <input type="checkbox"/> FIRST SHIFT | <input type="checkbox"/> SEASONAL EMPLOYMENT |
| <input type="checkbox"/> SECOND SHIFT | <input type="checkbox"/> REGULAR EMPLOYMENT |
| <input type="checkbox"/> WEEKEND SHIFT | <input type="checkbox"/> INTERNSHIP |
| <input type="checkbox"/> FULL TIME | <input type="checkbox"/> PART TIME |
| NOTE: WORK SCHEDULES ARE BASED UPON THE NEEDS OF THE BUSINESS AND MAY BE SUBJECT TO CHANGE. | |
| WAGE EXPECTED | DATE AVAILABLE FOR WORK? |

EMPLOYMENT HISTORY

List all jobs and activities including military service, school, part time employment while in school, self employment and periods of unemployment. Begin with the most recent. Additional pages are available at the front desk for employment history.

| | | | | | |
|-------------------------------------|------------------|------|-----|--------------------------------------|-------------------------------------|
| 1 | NAME OF COMPANY | FROM | | STARTING SALARY | REASON FOR LEAVING (Please Explain) |
| | | MO. | YR. | | |
| | ADDRESS | | | \$ | |
| | CITY, STATE, ZIP | TO | | ENDING SALARY | |
| | | MO. | YR. | | |
| PHONE NO. | | | \$ | NAME & TITLE OF IMMEDIATE SUPERVISOR | |
| JOB TITLE AND DESCRIPTION OF DUTIES | | | | | |
| 2 | NAME OF COMPANY | FROM | | STARTING SALARY | REASON FOR LEAVING (Please Explain) |
| | | MO. | YR. | | |
| | ADDRESS | | | \$ | |
| | CITY, STATE, ZIP | TO | | ENDING SALARY | |
| | | MO. | YR. | | |
| PHONE NO. | | | \$ | NAME & TITLE OF IMMEDIATE SUPERVISOR | |
| JOB TITLE AND DESCRIPTION OF DUTIES | | | | | |
| 3 | NAME OF COMPANY | FROM | | STARTING SALARY | REASON FOR LEAVING (Please Explain) |
| | | MO. | YR. | | |
| | ADDRESS | | | \$ | |
| | CITY, STATE, ZIP | TO | | ENDING SALARY | |
| | | MO. | YR. | | |
| PHONE NO. | | | \$ | NAME & TITLE OF IMMEDIATE SUPERVISOR | |
| JOB TITLE AND DESCRIPTION OF DUTIES | | | | | |
| 4 | NAME OF COMPANY | FROM | | STARTING SALARY | REASON FOR LEAVING (Please Explain) |
| | | MO. | YR. | | |
| | ADDRESS | | | \$ | |
| | CITY, STATE, ZIP | TO | | ENDING SALARY | |
| | | MO. | YR. | | |
| PHONE NO. | | | \$ | NAME & TITLE OF IMMEDIATE SUPERVISOR | |
| JOB TITLE AND DESCRIPTION OF DUTIES | | | | | |

EDUCATION

Please indicate education or training which you believe qualifies you for the position you are seeking.

| EDUCATION TYPE OF SCHOOL | NAME AND ADDRESS OF SCHOOL | MAJOR SUBJECT | CIRCLE LAST YEAR ATTENDED | GRADUATED | DEGREE |
|--------------------------|----------------------------|---------------|---------------------------|----------------|--------|
| HIGH SCHOOL | | | 9 10 11 12 | [] YES [] NO | |
| COLLEGE | | | 1 2 3 4 | [] YES [] NO | |
| VOCATIONAL SCHOOL | | | 1 2 3 4 | [] YES [] NO | |
| OTHER TRAINING | | | 1 2 3 4 | [] YES [] NO | |

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

| |
|--|
| |
| |
| |

SKILLS

Circle the skills or abilities you have which may be applicable to the position you are seeking.

| | | | | | |
|--------------------|-------------------|---------------------|-----------------------------|--------------------|-----------------|
| INKJET | GUILLOTINE CUTTER | SHIPPING/RECEIVING | DIGITAL COLOR PROOFING | FILM PLATING | DETAIL ORIENTED |
| FOLDER | HAND STITCHER | CDL CLASS B LICENSE | TRAPPING FILES | FILM STRIPPING | BASIC COMPUTER |
| SHRINK WRAP | SHEETFED PRESSES | UPS/FEDEX | IMPOSING FILES | CUSTOMER SERVICE | MS WORD |
| AUTOMATIC STITCHER | WEB PRESSES | MAILING | CREO/SCITEX EXP. | SUPERVISORY SKILLS | EXCEL |
| ROLLEM | QUALITY CONTROL | MAINTENANCE | PLATE OUTPUT FROM MAC OR PC | ESTIMATING | POWERPOINT |
| DRILL | FORKLIFT | PREFLIGHT MAC FILES | FILM OUTPUT FROM MAC OR PC | MULTI-LINE PHONE | ACCESS |
| KLEEN STICK | WAREHOUSE | PREFLIGHT PC FILES | FILM PROOFING | TYPING | PSI |

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the company? [] YES [] NO

If Yes, please explain _____

BUSINESS REFERENCES

| | | | |
|----------|----------------------|-------------------|-----------------------|
| 1 | NAME | OCCUPATION | BUSINESS PHONE () |
| | HOME ADDRESS | HOME PHONE () | TITLE |
| | | | RELATIONSHIP |
| | CITY AND STATE (ZIP) | HOW LONG KNOWN | |
| 2 | NAME | OCCUPATION | BUSINESS PHONE () |
| | HOME ADDRESS | HOME PHONE () | TITLE |
| | | | RELATIONSHIP |
| | CITY AND STATE (ZIP) | HOW LONG KNOWN | |

NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

As an equal opportunity employer, McCormick-Armstrong Co., Inc. abides by applicable non-discrimination laws and will not unlawfully discriminate against any employee or applicant for employment because of race, color, age, sex, religion, national origin, ancestry, Vietnam era Veteran status, or disability.

I authorize the investigation of all statements and information contained in this application or attached resume. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

McCormick-Armstrong is a Drug Free Workplace and has zero tolerance for illicit drugs and alcohol. If I am employed by McCormick-Armstrong Co, Inc. I hereby acknowledge that McCormick-Armstrong Co., Inc. may request a test for the detection of illicit drugs or for alcohol. I hereby consent to such a test, and authorize the laboratory that performed such sample and testing to inform McCormick-Armstrong Co., Inc. of the results of the test.

Employment with McCormick-Armstrong Co., Inc. is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

If hired, I agree to abide by the rules, regulations and policies of McCormick-Armstrong Co., Inc. now in force or that may be established in the future, and I agree to conduct myself in accordance with them, with full knowledge that violation may mean discipline, including discharge. I understand that employment with McCormick-Armstrong Co., Inc. is on an "at will" basis and my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of the Company, at any time, can constitute a contract of employment. No representative or agent of the company has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the President, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE; I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACTS ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

APPLICANT SIGNATURE _____ DATE _____