



## EMPLOYMENT APPLICATION

Employment at World Arts, Inc., is at-will. Employees are free to resign at any time and World Arts, Inc., is free to discharge an employee at any time, without cause.

*It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation or veteran status.*

### SECTION 1: POSITION INFORMATION

Are you applying for a specific position?	Yes	No	If yes, please specify.	<input type="text"/>	1.0
Full-Time	Part-Time	Date available to start work (mm/dd/yyyy)	<input type="text"/>		1.1
Where did you learn about this position?	<input type="text"/>	Referred by	<input type="text"/>		1.2
Number of hours available per week	<input type="text"/>	Would you be willing and able to work overtime if necessary?	Yes	No	1.3
What is your desired salary range?	<input type="text"/>	Type of work desired.	<input type="text"/>		1.4
					1.5

### SECTION 2: PERSONAL INFORMATION

Full Name (First, Middle Initial, Last)	<input type="text"/>				2.0	
Street Address	<input type="text"/>				2.1	
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>	2.2
Phone at which you can be reached	<input type="text"/>	Alternate phone at which you can be reached	<input type="text"/>			2.3
Email	<input type="text"/>	Best time to contact you	<input type="text"/>			2.4
Do you have a valid driver's license?	Yes	No	Do you have reliable transportation?	Yes	No	2.5
If hired, can you furnish proof that you are at least 18 years of age?	Yes	No				2.6
If no, please explain:	<input type="text"/>					2.7
If hired, can you furnish proof that you are eligible to work in the United States?	Yes	No				2.8
If no, please explain:	<input type="text"/>					2.9
Do you have relatives employed at World Arts, Inc?	Yes	No				2.10
If yes, please provide name and relationship.	<input type="text"/>					2.11
						2.12

Have you served an apprenticeship? Yes No 2.13

If yes, please provide the following information.

Trade  2.14

Where served  Dates served  2.15

Mechanical experience  2.16

Do you have any sideline business interests? Yes No 2.17

Have you ever been convicted of a felony or misdemeanor? This does not include minor traffic violations. Yes No 2.18

If yes, please explain:  2.19

**Note:** A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered.

Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Yes No 2.20

If yes, please explain:  2.21

**Note:** A yes answer will not automatically disqualify you from employment.

### SECTION 3: EMPLOYMENT INFORMATION 3.0

Are you currently employed? Yes No How were you rated on dependability on your last job?  3.1

Have you ever applied for a job with World Arts, Inc. in the past? Yes No 3.2

If yes, please give the date of application and the position for which you applied.  3.3

State your name at that time, if different from present name.  3.4

Have you ever been employed by World Arts, Inc. in the past? Yes No 3.5

If yes, please give dates of employment and the position held.  3.6

State your name at that time if different from present name.  3.7

If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? Yes No 3.8

If no, please explain:  3.9

If hired, will you be able to perform the job requirements for the position(s) for which you are applying? Yes No 3.10

If no, please explain:  3.11

Do you have any commitments to another employer that might affect your availability for employment with World Arts, Inc.? Yes No 3.12

If yes, please explain:  3.13

Are you on a layoff and subject to recall at another employer? Yes No 3.14

Can you travel if a job requires it? Yes No 3.15

**SECTION 4: EMPLOYMENT HISTORY**

4.0

*Provide name and address of all previous employers (including civil service). List present or most recent employer first.*

Company Name  4.1

Company Address (Street Address, City, State Zip)  4.2

Telephone Number  Starting/Present Job Position  4.3

Supervisor's Name  Reason for Leaving  Resignation  Discharged  4.4

Dates Employed: From (mm/yyyy)  To (mm/yyyy)  4.5

Hourly Rate/Salary: Starting  Final  Work Performed  4.6

May we contact this employer? Yes  No  If no, please provide reason.  4.7

Additional skills or remarks  4.8

Company Name  4.9

Company Address (Street Address, City, State Zip)  4.10

Telephone Number  Starting/Present Job Position  4.11

Supervisor's Name  Reason for Leaving  Resignation  Discharged  4.12

Dates Employed: From (mm/yyyy)  To (mm/yyyy)  4.13

Hourly Rate/Salary: Starting  Final  Work Performed  4.14

May we contact this employer? Yes  No  If no, please provide reason.  4.15

Additional skills or remarks  4.16

Company Name  4.17

Company Address (Street Address, City, State Zip)  4.18

Telephone Number  Starting/Present Job Position  4.19

Supervisor's Name  Reason for Leaving  Resignation  Discharged  4.20

Dates Employed: From (mm/yyyy)  To (mm/yyyy)  4.21

Hourly Rate/Salary: Starting  Final  Work Performed  4.22

May we contact this employer? Yes  No  If no, please provide reason.  4.23

Additional skills or remarks  4.24

## SECTION 5: EDUCATIONAL INFORMATION

5.0

Schools Attended	Name of School and Location	Graduated	Degree/Diploma/Certificate	Major Course of Study	
High School	<input type="text"/>	Yes No	<input type="text"/>	<input type="text"/>	5.1
Technical/Vocational/Business or Military Training	<input type="text"/>	Yes No	<input type="text"/>	<input type="text"/>	5.2
College or University	<input type="text"/>	Yes No	<input type="text"/>	<input type="text"/>	5.3
Graduate School	<input type="text"/>	Yes No	<input type="text"/>	<input type="text"/>	5.4
Professional Seminars	<input type="text"/>	Yes No	<input type="text"/>	<input type="text"/>	5.5

## SECTION 6: REFERENCES

6.0

List three business related individuals. (Please no family members)

	Name	Phone Number	Address	Occupation	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.1
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.2
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.3

## SECTION 7: TERMS AND CONDITIONS

7.0

Please check each box to acknowledge that you have read and understand the Terms and Conditions listed below.

This company has a drug-free workplace policy. Pre-employment drug screening is a condition of employment if an offer of employment is made. 7.1

The use of this application does not indicate there are any positions open and does not obligate the company in any way. 7.2

By submitting this application, I certify that my answers on this application are true and complete. If hired, I understand that false statements on this application may be considered as sufficient cause for dismissal. In consideration of the company's offer of this Application of Employment, I hereby waive my right to a jury trial in any legal action that I might bring against the company at any time. 7.3



**WORLD ARTS, INC.**  
P R I N T I N G



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## APPLICATION SUBMISSION

For applications submitted by mail send to:

World Arts, Inc.  
156 East Franklin Street  
PO Box 597  
Spencer, IN 47460  
Attn: Lisa Hein, HR Director

For applications submitted by email please include APPLICATION in the subject line and email to: [lhein@waprinting.com](mailto:lhein@waprinting.com)

For applications submitted by fax please include a cover sheet titled:

APPLICATION  
ATTN: LISA HEIN, HR DIRECTOR