



48 Hr Books
2249 14th St. SW
Akron, Ohio 44314

Employment Application

Please fill out and email this form, along with your resume, to:
info@48HrBooks.com

Employer Name:

Job Number:

Position:

Date:

PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	Message Number
City/State/Zip	E-mail Address

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are You Applying For: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp	What Shift(s) Will You Work? <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY - Begin With Most Recent Employment

Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number
Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number
Dates From To	Company Name	City, State
Titles and Duties –		
Reason for Leaving:	Supervisor's Name	Telephone Number

EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
School	Name & Location	Diploma/Degree	Subject Of Specialization
College/University			
Specialized Courses & Training			

List any Printing and Bindery experience you have, including specific equipment with which you are familiar:

Check all Computer Programs with which you are familiar:

- | | |
|---|--|
| <input type="checkbox"/> Adobe InDesign | <input type="checkbox"/> PitStop Pro |
| <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Adobe Illustrator | <input type="checkbox"/> Microsoft Excel |
| <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Microsoft Publisher |
| <input type="checkbox"/> Other (Please give details): _____ | |

OTHER SPECIAL SKILLS - List Other Specific Skills You Have to Offer for This Job Opening:

REFERENCES - Give the Names of Three Persons Not Related to You

Name	Address	Telephone	Occupation

Drug Testing Policy: As a part of our policy to ensure a substance free workplace, 48 Hr Books employees may be asked to submit to a medical examination and/or be clinically tested for the presence of alcohol and/or drugs. Within the limits of federal and state laws, we reserve the right, at our discretion, to examine and test for drugs and alcohol.

The information on this application is true and accurate to the best of my knowledge.

Signature _____ Date _____