

Copy Junction Employment Application

Applicant Information

Name: _____ Date: _____

Address: _____

Permanent address if different than above: _____

Phone #: (____) _____ Email Address: _____

Date Available: _____ Hours of Availability: _____

Are you available to work Saturdays? Yes No How many hours per week? _____

Are you a United States Citizen? Yes No Authorized to work in the U.S.? Yes No

Your Education Background

High School: _____

Date Graduated: _____

College: _____

From: _____ To: _____ Degree: _____

Trade Schools etc: _____

From: _____ To: _____

References (people who know you that we may call for additional information)

Name: _____ Position: _____ Phone #: _____

Name: _____ Position: _____ Phone #: _____

Previous Employment

Company: _____ phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

If you have other previous employment, you may list them on separate paper.

Skills

How many words per minute can you type (with accuracy and not looking at keys)? _____

Can you add and subtract, make change without using a calculator? _____

What experience do you have working retail sales? _____

What experience do you have in the copy/print and shipping industry? _____

What would others say are your strengths? _____

What would others say are your weaknesses? _____

Please complete the supplemental questions on the attached questionnaire and submit with this application.

If hired, you would be subject to a 90-day probation period; your starting pay would be Washington State minimum wage, with subsequent raises based on your skills, abilities and demonstrated performance. All employees are part-time and we do not normally offer additional benefits such as medical and/or dental care insurance.

My answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in dismissal.

Signature: _____

Date: _____

Copy Junction Employment Application Supplemental Questions

1. We use several different software programs in processing information to provide our customers with the services and products they demand. Please describe your skill set for the following programs. (Items marked with an * are highly desirable, others are desirable but not essential.)

Microsoft Word*:

Microsoft PowerPoint:

Microsoft Excel (basic spread sheet applications):

Microsoft Publisher*:

Adobe Photoshop*:

2. We ship everything from car parts and wheels to grandma's antique fine china. Employees must be able to look at items and determine the most appropriate packaging strategy. This process includes selecting a box, and if one is not available, making one, then, selecting appropriate packing material. Describe your abilities in this area?

3. Packing boxes can be strenuous work and requires lifting, stooping, kneeling, bending. Are you able to lift up to 50 Lbs?

Are you able to kneel, squat, stoop, and bend without pain or discomfort?

4. Copy Junction can be a pressure packed environment, with customers walking in, phone ringing, one person needing china packed, one needing memorial programs or wedding invitations developed, one wanting to pick up a package, and FedEx, USPS or UPS delivering packages, all on top of fussy babies or rambunctious children. Describe how you handle these type environments.

5. What are your goals for the next 1 - 3 years.

6. List up to three reasons why you think you would be a good fit to be hired at Copy Junction and how hiring you will be mutually beneficial to each of us.

A.

B.

C.