

MAILSOURCE, INC

DIRECT MAIL SERVICES

111 Boardwalk – Fall Creek, WI 54742
(715) 877-3711 fax: (715) 877-3715

Mail Source is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of Mail Source to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, or disability, or any other basis prohibited to federal or state law. As an equal opportunity employer, Mail Source intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

Please Print – Be Sure to Sign this Application

Date: _____

Name: _____ Social Security Number: _____ - _____ - _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ - _____ - _____

Best time to contact you at home is: _____ : _____ am/pm

Have you been previously employed by Mail Source? Yes No

If yes, when? _____ In what capacity? _____

How did you learn about Mail Source? Ad Delite Eau Claire Leader-Telegram
 Friend Relative
 Other: _____

Employment Desired

Position(s) applied for: _____ Full-Time Part-Time

Hours: 1st 6am to 4pm
2nd 3:55pm to 1:55am
Fri, Sat, Sun 6am to 6pm

If part time, days and hours you are available: _____

Date available to start work: _____

Personal Data

Are you a United States citizen or do you have an entry permit
Which allows you to lawfully work in the U.S.? Yes No

If you are under 18 years of age, can you provide required proof
of your eligibility to work? Yes No

Have you been convicted of a felony within the last 7 years?
(Conviction will not necessarily disqualify an applicant from employment) Yes No

If yes, please explain: _____

Education

	Name and Location of School	# of years completed	Did you graduate?
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tech. School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

List any special skills or qualifications which you feel are relevant to the job for which you are applying.

Employment History

Please give accurate and complete information. Start with present or most recent employer.

Company Name: _____ Telephone #: _____ - _____ - _____
Address: _____ Employed from: _____ to _____
Name of Supervisor: _____ Hourly Pay Start: _____ Last _____
Position & Responsibilities: _____
Reason for Leaving: _____

Company Name: _____ Telephone #: _____ - _____ - _____
Address: _____ Employed from: _____ to _____
Name of Supervisor: _____ Hourly Pay Start: _____ Last _____
Position & Responsibilities: _____
Reason for Leaving: _____

Company Name: _____ Telephone #: _____ - _____ - _____
Address: _____ Employed from: _____ to _____
Name of Supervisor: _____ Hourly Pay Start: _____ Last _____
Position & Responsibilities: _____
Reason for Leaving: _____

References

May we communicate with your present employer? Yes No

List three people (no relatives) you have worked with and whom we may contact for a reference.

Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

Please read the following statements carefully before signing your name.

*I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement, or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to Mail Source. I have read, understand and agree to the above statement. (Please initial here) _____

I further understand that no representative of Mail Source has the authority to enter into any agreement for employment for any specified period of time and that Mail Source is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by Mail Source, I have read, understand and agree to the above statement. (Please initial here) _____

I understand that this application will remain on file for 45 days for consideration. After 45 days, if I am still interested in a position with Mail Source, it will be necessary for me to complete a new application form.*

Signature of Applicant

Date

Production Workers

Production Workers – Duties and responsibilities shall be, but not be limited to: operating mailing equipment, moving loads to and from mailing equipment, moving stock or related material, banding/shrink-wrapping skids, and cartons, handwork, bailing of cardboard, sorting, and clean up. The Production Worker will work inside a warehouse.

Activity	Frequency				
		N	O	F	C
Lift/Carry					
0-10 LBS					X
11-20 LBS				X	
21-50 LBS				X	
51-100 LBS			X		
100+ LBS		X			
Push/Pull					
0-12 LBS					X
13-25 LBS				X	
26-40 LBS			X		
41-100 LBS			X		
Bend				X	
Squat/Kneel			X		
Twist/Turn					X
Climb			X		
Crawl		X			
Reach above Shoulder			X		
Reach below Knee			X		
Reach Outward					X
Repetitive Grasping					X
Stand/Walk					X
Sit		X			
Key:	N= Never				
	O= Occasional 1-33% of the time				
	F= Frequent 34-66% of the time				
	C= Constant 67-100% of the time				