



504 US Hwy 70 West
 Havelock, NC 28532
 252-447-6245
 Located in the Westbrooke Shopping
 Center

Pack & Mail Plus

Employment Application

Personal Information

Date of Application / /

Name(last)	(First)	(Middle)	Social Security No.				
Home Address	City	State	Zip				
Home Telephone	Business Telephone	May we contact you at work					
Position Applying For: _____		Minimum Hourly Wage Requirement: _____					
Date Available: _____ Are you interested in (check all that apply):							
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary							
Please state your day's and hours you are available:							
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							
How did you hear of Pack & Mail Plus?							

Employment History

List prior employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. May we contact your present employer? Yes No. Past employer? Yes No. Please say if you were employed under a different name.

Dates	Name And Address of Employer	Supervisor Name	Major Duties / Position Held	Salary or Wages	Reason For Leaving

Legal

Are you a U.S. Citizen? Yes No If no, do you have a legal right & necessary documents to work in the U.S? Yes No
 Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were You ever discharged by any company? Yes No If yes, please give the name of the company(ies)

Reason for discharge? _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No If yes, explain:

U.S. Military Service

Branch of Service	Technical Specialization	PC Software/other equipment

Education

Type of School	Name And Location of School	Degree/Area of Study	Number of Years Attended	Graduated
High School				
College				
Graduate School				
Other				

References – Business Related

Business references: (do not list relatives) (please indicate if you were employed under a different name)				
Name	Address	Contact Phone Number	Title	Years Known
		()		
		()		
		()		

Please read carefully

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history. I authorize the person possessing this information to furnish it to Pack & Mail Plus and/or a 3rd party upon request and I release anyone so authorized, Pack & Mail Plus, and any 3rd party company from all liability and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false or misleading information in my application or interview may result in immediate dismissal.

I understand and agree that If I am employed, the employment will be “at will.” That is, either Pack & Mail Plus or I may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by Pack & Mail Plus does not imply employment and that this application and/or any other Pack & Mail Plus documents are not contracts of employment.

Applicants Signature: _____ Date Signed: _____