

DIAMOND ENVELOPE CORPORATION

2270 WHITE OAK CIRCLE • AURORA, IL 60502-9675

Phone: 630-499-2800



APPLICATION FOR EMPLOYMENT

Diamond Envelope Corporation is an equal opportunity employer. Diamond Envelope Corporation does not discriminate in employment regarding race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____
First M.I Last

Address _____
Street Address Apartment/Unit #

City State Zip Code

Phone # _____ E-mail Address _____

Position Applied For: _____ Desired Shift: 1st 2nd. 3rd Select All That Apply

Date Available for Work: _____ Desired Rate of Pay: _____

Referred By: Ad Website Other: _____

Person (If so, please print name of who referred you) _____

Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Are you at least 18 years or older?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Can you work overtime, including weekends?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you ever been employed with us before?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
If you worked for the Company before, give dates:	From: _____ To: _____

EDUCATION:

This section needs to be completed in full, even if the information is included on your resume.

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College or University				
Graduate				
Other (Trade or Certificate)				

REFERENCES:

Please list three professional references.

Name	Company	Relationship	Phone

MILITARY SERVICE:

Branch: _____ From: _____ To: _____

Rank at Discharge: _____

Type of Discharge: _____

If other than honorable, explain: _____

PREVIOUS EMPLOYMENT:

Start with your present or last job.

This section needs to be completed in full, even if the information is included on your resume.

1 Employer: _____ Phone: _____

Address: _____

Job Title _____ Supervisor: _____

Responsibilities _____

Dates Employed From: _____ To: _____ Currently Employed: Yes / No

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

Reason for Leaving _____

2 Employer: _____ Phone: _____

Address: _____

Job Title _____ Supervisor: _____

Responsibilities _____

Dates Employed From: _____ To: _____ Currently Employed: Yes / No

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

Reason for Leaving _____

3 Employer: _____ Phone: _____

Address: _____

Job Title _____ Supervisor: _____

Responsibilities _____

Dates Employed From: _____ To: _____ Currently Employed: Yes / No

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

Reason for Leaving _____

Other Qualifications:

List Skills / Equipment Operated / or Other job-related skills

Applicant Statement and Acknowledgment

Please read carefully before signing.

I understand that the completion of this application or any other part of the hiring process does not create an obligation for Diamond Envelope Corporation to offer me employment. If I am hired, I understand that my employment will be at will, which means that either I or Diamond Envelope Corporation may terminate the employment relationship and compensation at any time, for any reason, with or without cause or notice.

I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I have not withheld or omitted any material information. I authorize Diamond Envelope Corporation to verify any information provided, including contacting the references I have listed. I understand that any misrepresentation, falsification, or material omission may result in the denial of employment or, if discovered after hire, immediate dismissal.

In consideration of my employment, I agree to conform to the Company's policies and procedures. I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Company. I also accept if a dispute should arise by termination, I will submit to binding arbitration and accept the decision of the arbitrator without seeking any further remedy.

By signing below, I acknowledge that I have read, understand, and agree to the above statements.

Signature _____ Date _____