

DJB Specialties, Inc | GForce Promotions
Promotional Products | Embroidery | Screen Printing

76 S. Sand Road | New Britain, PA 18901
267.880.3330 866.925.9052

www.djbspecialties.com www.gforcepromos.com

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Social Security Number: _____

Contact Information: _____
() () _____
Home Telephone Mobile Telephone Email

How did you learn about our company?

POSITION: _____

Available Start Date: _____

Desired Pay Range: _____
Hourly or Salary

Are you currently employed? _____
If yes, complete current employer section

Employer's Name: _____

Employer's Address: _____

How long have you been with this employer: _____ Present Salary: _____

- 1) If offered a position, when can you report for work: _____
- 2) If hired can you show proof of your legal right to work in the U.S. : Yes or No
- 3) Have you ever been dismissed, or asked to resign form any position? Yes or No
- 4) Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment? Yes or No
- 5) If yes to 3 or 4, please explain _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Title

Job notes, tasks performed and reason for leaving:

The following section is to be completed by applicant for an office position:

Can you type? _____ How many words per minute? _____

Computer Skills: Macintosh _____ PC _____

Excel _____ Word _____ Quick Books _____ Outlook Express _____

Please provide computer and software knowledge below

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application

Signature _____ Date _____