



Please complete this employment application and fax to 303-346-5995

Date: _____

APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, physical or mental disability, or any other basis protected by federal, state or local law. It is the intent of D.R. Photographics, LLC to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests,
Please complete this Application for Employment as thoroughly as possible.

Position applying for: _____

PERSONAL INFORMATION

NAME: Please PRINT	Social Security No.	Home Telephone No. ()
ADDRESS: Street Number and Name, City, State, Zip Code	Number of years at present address?	Message/Business No. + Ext ()
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at Previous address?
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you over 18? If hired, do you have a reliable means of transportation to get to work? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:		

PERSONAL INFORMATION (continued)

Have you ever been accused of unlawful discrimination, including sexual harassment? Please explain:

EMPLOYMENT QUERY

Date Available:

Are you presently employed? YES NO

If yes, may we contact your present employer? YES NO

Have you ever applied with D.R. Photographics before? YES NO

How were you referred to D.R. Photographics?
 Advertisement Employee Referral* Walk-In Internet Other (please specify below)

* Name of Employee who referred you _____

EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended		Graduate? (Yes/No)	What Degree	Major Subject/Total Hours (if applicable)
	From	To			
Elementary					
High School					
College/University					
Other					
Highest Degree Earned (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master					

List the languages you speak fluently:

Typing _____ WPM Computer Skills, i.e., Lotus 1,2,3; WordPerfect, etc." Other machines requiring special skills:

PREVIOUS OR CURRENT EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			PERSONNEL USE ONLY
COMPANY Name	Phone No. ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	Do Not Write in this Space!
Address (Include Street, City, State, Zip Code)			
Job Title - Start	Job Title - Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason for Leaving			
COMPANY Name	Phone No. ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)			
Job Title - Start	Job Title - Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason for Leaving			
COMPANY Name	Phone No. ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)			
Job Title - Start	Job Title - Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason for Leaving			
EMPLOYMENT DATA (continued)			
COMPANY Name	Phone No. ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	Do Not Write in this Space!
Address (Include Street, City, State, Zip Code)			
Job Title - Start	Job Title - Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason for Leaving			

REFERENCE DATA

**PROFESSIONAL/WORK REFERENCES W MAY CONTACT
PRE-EMPLOYMENT CERTIFICATION**

Name	Address	Area Code	Phone

PRE-EMPLOYMENT CERTIFICATION

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation, or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize D.R. Photographics, LLC to secure information about my experience with former employers, education, institutions and agencies, and for those parties to provide information concerning my experience, releasing all parties from any liability arising there from.

Initial

If employed by D.R. Photographics, LLC I will abide by D.R. Photographics, LLC policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work.

Initial

I understand and agree that unlawful harassment, whether on the basis of race, color, religion, national origin, sex, age, etc., or any other legally protected characteristic will not be tolerated.

Initial

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

My signature below also certifies that I agree to be bound by the term conditions stated in this application and the D.R. Photographics, LLC Employee Manual. This application contains all the understandings and agreements between me and D.R. Photographics, LLC concerning the nature of my employment, if any, by D.R. Photographics, LLC and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and D.R. Photographics, LLC.

HR Clerk Initials

Applicant Signature

Date of Application

CONSENT TO BACKGROUND CHECK

_____, (“Employee”), an employee of DR
Photographics, LLC (“Company”) hereby grants the Company permission to conduct a
criminal background check of Employee.

1. Employee recognizes that certain schools, school districts and/or other customers of Company require Company to submit criminal background checks on any employees working on school premises or other premises.
2. Employee gives his/her consent to Company obtaining a criminal background check on Employee, including but not limited to a CBI report, and any other information deemed necessary by Company.
3. Employee gives his/her consent to Company providing the results of the criminal background check on Employee to any school, school district, or other customer of Company requesting the information. Company will request the school, school district or other customer not share the results of the criminal background checks with any other party or entity.
4. Employee acknowledges that if any criminal background check determines Employee has been convicted of, pled guilty to, or entered a plea of nolo contendere to, or received a deferred sentence for any misdemeanor or felony crime involving unlawful behavior involving children or any unlawful sexual behavior, the Employee will not be permitted to work on school property.
5. Employee acknowledges that he/she has disclosed to Company any criminal contact involving a conviction, plea or deferred sentence for any misdemeanor or felony crime involving unlawful behavior involving children or any unlawful sexual behavior.

Dated this _____ day of _____, 2009.

Employee