



APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire)
AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS: Please print. Read each question carefully before answering. **Please answer all questions completely.** Failure to complete the entire application may result in delay of processing this application.

PERSONAL INFORMATION

Name (Last)	(First)	(Middle Initial)			
Present Street Address	Apt #	City	State	Zip Code	
Home Telephone No.		Daytime Telephone No.			
E-Mail Address		Are you over 18 years of age?	Yes	No	

DESIRED EMPLOYMENT

Type of Employment Applying For-	Direct Hire	Temporary-to-Hire	Temporary	Part-Time	
Are you Currently Employed?	Yes	No	Position(s) Applying For		Desired Salary
When are you available To start work?	Willing to Travel?		Yes	No	Willing to Relocate?
Ever Applied to PPI before? If yes, give dates:	Yes	No	Ever Worked for PPI before? If yes, give dates: Reason for Leaving -	Yes	No
How did you hear about PPI?					
Please list approximate areas within the metro area you wish to search for employment:					

EDUCATIONAL BACKGROUND

NAME OF SCHOOL	SCHOOL LOCATION	DID YOU GRADUATE?	NO. OF YEARS ATTENDED	DIPLOMA/ DEGREE	MAJOR
HIGH SCHOOL					
COLLEGE					
BUSINESS/TRADE SCHOOL					
OTHER TRAINING					

JOB RELATED CERTIFICATIONS

GENERAL INFORMATION

Yes	No	CPM (Certified Purchasing Manager)	Yes	No	DAR/FAR (Defense/Federal Acquisition Regulation) exp
Yes	No	CPSM (Certified Professional in Supply Mgt)	Yes	No	Worked in ISO certified environment?
Yes	No	CPIM (Certified in Production & Inventory Mgmt)	Yes	No	Worked in FDA regulated environment?
Yes	No	CSCP (Certified Supply Chain Professional)	Yes	No	Worked in a Lean Manufacturing environment?
Six Sigma Green Belt Black Belt Master Black Belt			Yes	No	Do you have MRP software experience?
Please list any other certifications:			Yes	No	Do you have ERP software experience?
			Yes	No	Do you have KANBAN experience?

COMPUTER SKILLS (Use codes as follows: B=Beginner level, I=Intermediate level, or A=Advanced level)

__ Access	__ E3 Trim	__ JobBoss	__ MAN MAN	__ Outlook	__ SAP
__ Ariba	__ EDI	__ Lawson	__ MAPICS	__ Peachtree	__ SBT
__ AS/400	__ Excel	__ Lotus	__ MAS90	__ PeopleSoft	__ Solomon
__ BAAN	__ Fourth Shift	__ Macola	__ MS Word	__ PowerPoint	__ Symix
__ BPCS	__ Great Plains	__ MACPAC	__ MS Works	__ Publisher	__ Visual
__ Dun & Bradstreet	__ JD Edwards	__ Made2Manage	__ Oracle	__ ROI Manage 2000	__ Word Perfect

Please list any others:

EMPLOYMENT HISTORY – Please provide the following information on current and past employers, starting with the most recent. Explain any gaps in employment in the comments section below. **Answer all questions completely.**

Name of Last Employer			
Address		City	State Zip Code
Start Date	Leaving Date		Job Title
Starting Salary \$ PER	Ending Salary \$ PER		May We Contact Your Supervisor? YES NO
Name of Supervisor		Title	Phone
Brief description of Duties			
Reason for Leaving			
Computer Software Used			
Commodities Purchased			

Name of Last Employer			
Address		City	State Zip Code
Start Date	Leaving Date		Job Title
Starting Salary \$ PER	Ending Salary \$ PER		May We Contact Your Supervisor? YES NO
Name of Supervisor		Title	Phone
Brief description of Duties			
Reason for Leaving			
Computer Software Used			
Commodities Purchased			

Name of Last Employer			
Address		City	State Zip Code
Start Date	Leaving Date		Job Title
Starting Salary \$ PER	Ending Salary \$ PER		May We Contact Your Supervisor? YES NO
Name of Supervisor		Title	Phone
Brief description of Duties			
Reason for Leaving			
Computer Software Used			
Commodities Purchased			

COMMENTS (Explain any gaps in employment)

REFERENCES – List three (3) persons knowledgeable of your work ability and experiences that are not related to you and are not listed as previous supervisors, whom you have known at least one year.

NAME & BUSINESS ADDRESS	TELEPHONE	NO. OF YEARS KNOWN	RELATIONSHIP

MILITARY SERVICE RECORD

BRANCH OF SERVICE
MILITARY OCCUPATION
DUTIES PERFORMED

OTHER GENERAL INFORMATION

Is there any additional job related information you would like us to consider? _____

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS? YES NO
 IF YES, EXPLAIN. (ANSWERING "YES" WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION.)

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if found to be false, incomplete or misrepresented in any respect, the Company will be free to (i) terminate further consideration of this application, or (ii) immediately discharge me from Company's service, whenever it is discovered.

I expressly authorize, without reservation, the Company, its agents or designees, to contact and obtain information about me from all references, current and/or former employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I waive any and all rights and claims I may have against the Company, and all references, current and/or former employers, public agencies, licensing authorities and educational institutions for liability as a consequence of information released about me including what they say about me or my job performance.

I understand and agree that if I am employed by the Company, my employment will be for no definite term and that either I, or the Company, will have the right to terminate the employment at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause, and without prior notice. I understand that no supervisor or representative of the Company is authorized to make any assurances to the contrary and no implied oral or written agreement is valid unless in writing and signed by the Company's authorized representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

***Completion and electronic submission of this application for employment signifies my acceptance and agreement with this authorization.**

*

DATE _____ SIGNATURE OF APPLICANT _____

It is the policy of PPI to provide equal employment opportunities without regard to race, color, religion, creed, sex, national origin, age, disability, marital status, status with regard to public assistance, sexual orientation, veteran status, or any other basis protected by law.