

**Central National Gottesman Inc.**  
Including its Central National, Lindenmeyr Central,  
Lindenmeyr Book Publishing Papers and Lindenmeyr Munroe Divisions

**We are an Equal Opportunity Employer**

Central National Gottesman Inc. (the "Company") is an equal opportunity employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin, ancestry, alienage or citizenship status, age, disability or handicap, sex or gender, marital status, veteran status, sexual orientation, arrest record, or any other characteristic protected by applicable federal, state or local laws. The Company also prohibits harassment of applicants or employees based on any of these protected categories. It is also the Company's policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such accommodation to complete this form or to participate in an interview, please let us know.

**Notice to Applicants:** Smoking is prohibited in all indoor areas of the Company unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

## Application for Employment

Position(s) Applied For		Date of Application
Last Name	First Name	Middle Name
Street Address	City, State	Zip Code
Telephone Number(s)	Cell Phone Number(s)	Email Address

- ▶ Are you at least 18 years of age?  Yes  No
  - ▶ If not, can you provide proof of authorization to work?  Yes  No
- ▶ Have you ever filed an application with us before?  Yes  No
  - ▶ If yes, give date: \_\_\_\_\_
- ▶ Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa)  Yes  No
  - ▶ If yes, please explain: \_\_\_\_\_
- ▶ Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

(Note: If you need information about the essential functions of this job, please ask.)
- ▶ Have you ever been employed with us before?  Yes  No
  - ▶ If yes, give date: \_\_\_\_\_ Position: \_\_\_\_\_ Location: \_\_\_\_\_
- ▶ Are you currently employed?  Yes  No
  - ▶ If yes, may we contact your current employer?  Yes  No

- ▶ Have you signed a non-compete agreement with any prior employer or other company?  Yes  No
  - ▶ If so, your employment will be contingent upon our satisfaction that employment with the Company will not be in violation of any prior non-compete agreement. Failure to disclose the existence of any prior non-compete agreement may result in termination of your employment if you are hired.
- ▶ Are you available to work:  Full Time  Part Time, Hours: \_\_\_\_\_ a.m. / p.m.
- ▶ On what date would you be available to begin work? \_\_\_\_\_
- ▶ Can you travel if a job requires it?  Yes  No
- ▶ Were you referred by an Employment Agency?  Yes  No
  - ▶ If yes, please provide the name of the agency: \_\_\_\_\_
- ▶ Do you have any relatives employed by the Company?  Yes  No
  - ▶ If yes, please provide name and relationship: \_\_\_\_\_
- ▶ Have you ever been suspended, dismissed, or asked to resign from any position?  Yes  No
  - ▶ If yes, please describe in full (include name of employer and reason for leaving):  
 \_\_\_\_\_  
 \_\_\_\_\_

## Record of Education

	Name and Address of School	Course of Study	Dates Attended	Diploma / Degree Awarded
High School				
Undergraduate College or University				
Graduate School				

## Employment Experience

Begin with your present or last job. Include any periods of active military service assignments. You may include any verified work performed on a volunteer basis.

You may attach your resume in lieu of completing this section, however, you must provide any information requested that is not included or detailed in your resume (such as salary and reason for leaving). Any information in your resume will be considered part of this application. All compensation listed will be verified if hired.

Employer	Dates Employed	
	From	To
Address		
Job Title	Base Salary	
	Starting	Final
Supervisor		
Phone Number(s)	Bonus/Other Compensation	
	Starting	Final
Reason For Leaving		

Employer	<b>Dates Employed</b>	
	From	To
Address		
Job Title	<b>Base Salary</b>	
	Starting	Final
Supervisor		
Phone Number(s)	<b>Bonus/Other Compensation</b>	
	Starting	Final
Reason For Leaving		

Employer	<b>Dates Employed</b>	
	From	To
Address		
Job Title	<b>Base Salary</b>	
	Starting	Final
Supervisor		
Phone Number(s)	<b>Bonus/Other Compensation</b>	
	Starting	Final
Reason For Leaving		

### Additional Information

Summarize special job-related skills and qualifications acquired from employment, volunteer or other experiences:

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Please indicate any foreign languages you can speak, read and/or write fluently:

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State any additional information you believe may be helpful to us in considering your application:

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**For Applicants of Maryland**

**Maryland:**

Applicants in the State of Maryland: MARYLAND LIE DETECTOR LAW – UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Acknowledgment of Maryland Lie Detector Law:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Applicants of Massachusetts**

**Massachusetts:**

Applicants in the State of Massachusetts: MASSACHUSETTS LIE DETECTOR LAW – IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

**Applicant's Statement**

I certify that all of the information furnished on this application and during the application process is true, correct and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

I authorize, to the extent allowed by applicable federal, state and local laws, the Company to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further authorize the references and prior employers I have listed to disclose to the Company information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure. I also understand that I may need to provide proof of past compensation (e.g. W-2, paystub).

This application for employment shall be considered active for a period of time not to exceed 45 days. I understand that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, I will be an at-will employee, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the President of the Company, and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the President, any such agreements must be in writing and signed by the President and by me or my authorized representative.

I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by the Company name.

I understand that the Company may share the information contained in this application with other Company employees for employment and administrative purposes and hereby consent to such transfer.

I understand that any offer of employment will be conditioned upon my ability to demonstrate proof of my identity and authorization to work in the United States.

I understand that any hiring decision is contingent upon my successful completion of all of the Company's lawful pre-employment checks, which may include a background check. I agree to execute any consent forms necessary for the Company to conduct its lawful pre-employment checks.

**My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date