

Here is some basic information regarding our program:

Thank you for completing the PINC Personnel Referral Program application. We provide this service to help 1,000+ Northern California printing and graphic arts firms find qualified candidates to be employed in our industry. PINC is a non-profit trade association. This is a no cost program to either job seekers or to our member companies/employers.

If you have a resume, please send a copy to the PINC (at 665 Third Street, Suite 500, SF, CA 94107), or email a PDF or Word document version to Maria Salita at maria@pinc.org

Once you have joined the Program, your personnel listing and resume will be posted on our website, www.pinc.org, under *FIND AN EMPLOYEE*. It will remain posted for a period of 6 months from now. Then it will expire. During that time, if our member employers see your listing, you will be contacted by them directly. Also, should you see a job opening posted (on our website under *SEARCH JOB OPENINGS*), you can contact the employer directly. Your listing will also be included in our bi-monthly newsletter, the *PINConnection*, which is mailed to 4,000 printing professionals in Northern California and Northern Nevada.

If you would like to make any changes to your information in the future, Maria will be happy to assist you. We would appreciate it if you would let us know when you find employment, so that we can de-activate your listing.

You can view our website simply by logging in. We suggest you check the job openings frequently that are also posted.

Good Luck! We hope that the Personnel Referral Service helps you find the right job.

Sincerely,

Maria Salita
Program Administrator

P E R S O N N E L R E F E R R A L A P P L I C A T I O N

★ **PLEASE PRINT LEGIBLY** using a bold, black felt pen. This information will be used to send you a monthly status card.

◆ Please fill in all entries on this form. Only completed forms will be entered in our Referral Service files. If your form is incomplete, it will be returned to you for completion.

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

(_____) _____ (_____) _____ _____
Home Phone Daytime Phone Email Address

Best time to call: _____ Best time to call: _____

◆ Employers will try to contact you during normal business hours. Please list a phone number where you can be reached during these hours.

POSITION DESIRED ◆ Only ONE 1st choice and ONE 2nd choice will be listed. ◆ Enter Position Categories codes as listed at the bottom of this form.

1st choice _____ 2nd choice _____

Years of experience in 1st choice position desired _____ Years of experience in the industry _____

Do you have a wage requirement? Yes No If yes, what? _____ 1st choice in geographic location _____

Are you interested in temporary work? Yes No Would you consider an entry-level position? Yes No

List three positions of prior employment, most recent first

◆ Position _____ Yrs. & Mos. _____ Company Name _____ Supervisor _____
City _____ Phone _____ Equipment (size/type) _____

◆ Position _____ Yrs. & Mos. _____ Company Name _____ Supervisor _____
City _____ Phone _____ Equipment (size/type) _____

◆ Position _____ Yrs. & Mos. _____ Company Name _____ Supervisor _____
City _____ Phone _____ Equipment (size/type) _____

List three references

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

State your career objective (brief description)

Education and/or training

Name of Institution _____ City, State _____

Name of Institution _____ City, State _____

Name of Institution _____ City, State _____

State any skills, aptitudes, machines, operations, process, etc. (must complete)

FOR OFFICIAL USE ONLY _____
_____/_____/_____

L I S T I N G O F P O S I T I O N C A T E G O R I E S / C O D E S

- | | | |
|---|------------------------------------|---|
| 10 – Graphic Design | 50 – Bindery | 95 – Print Buyer |
| 15 – Electronic Prepress (image manipulation/assembly/output) | 55 – Internship | 100 – Art/Creative Director |
| 20 – Electronic Prepress (desktop publishing/typesetting) | 60 – Front Office | 110 – Production Artist/Illustrator |
| 25 – Conventional | 65 – Customer Service | 120 – Production Layout/Image Manipulation |
| 30 – Small Press Operator | 70 – General Management (Printing) | 130 – Production Planner (Traffic) |
| 35 – Large Press Operator | 75 – Estimating | 140 – Programmers (Web/Multimedia/Database) |
| 40 – Specialty Press Operator | 80 – Production Management | 150 – Computer Systems/Network Technicians |
| 45 – Web Press Operator | 85 – Sales/Account Representative | 160 – General Management (Design and Media) |
| | 90 – Entry Level Management | 170 – Marketing Specialist |



NOTE: You will be receiving a status card from PINC by the 15th of each month. When you receive the card, please fill out and return to keep your name in the Referral Service.