

# APPLICATION FOR POSTAL WORKER

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City,

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher's Name

Position applying for: (please circle two)

- A. **Postmaster - Fifth Grade ONLY** supervise, substitute for absent employees, train new workers and collect mail
- B. **Facer** - place all envelopes facing the same way
- C. **Canceller** - cancel all stamps
- D. **Nixie Clerk** - checks addresses for proper form and punctuation and stamps letters "Return to Sender" if incorrectly addressed
- E. **Sorter** - sorts mail into sorting boxes
- F. **Letter Carrier** - delivers mail to classrooms

**Reference:** Please have one adult state why they think you should have this position and sign their name. Adult can be from home or at school, and needs to be someone other than your current teacher.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Please state why you think you should have this position.

\*\*\*\*\*  
Teacher Recommendation (to be filled out by current teacher): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exam Score: \_\_\_\_\_

Hired: YES NO

Date Hired: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Position Assigned: \_\_\_\_\_