

Received: \_\_\_\_\_

F.I.: \_\_\_\_\_



### APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

**PLEASE COMPLETE: Application in Full...** \*If any blanks are left unanswered, your application may not be taken seriously!

**Date:** \_\_\_\_\_ **SS #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DL #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Exp \_\_\_\_\_) **Are you a US Veteran?** NO / YES

**Name: Last, First** \_\_\_\_\_ **Address, City, State, Zip** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Alt Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Are you 18 yrs of age or older?** YES / NO – **Age:** \_\_\_\_\_ **Currently employed?** NO / YES - **May we contact your employer?** NO / YES

**Have you applied here before?** NO / YES - When \_\_\_\_\_ **Managed Social Media?** Fb / Linked-in / Instagram / Twitter / Website

**Salary: Min. \$** \_\_\_\_\_/hr **Desired \$** \_\_\_\_\_/hr \*DO NOT LEAVE BLANK **Date Available to Start:** \_\_\_\_\_ **Race:** \_\_\_\_\_

**EMPLOYMENT DESIRED** FULL TIME PART TIME TEMPORARY: \_\_\_\_\_ CONTRACT  
Please circle one

**POSITION DESIRED** OFFICE FABRICATOR INSTALLER SERVICE SALES PERMITS/SURVEYOR  
Please circle all that apply  
GRAPGIC DESIGNER VINYL PRODUCTION OTHER \_\_\_\_\_

#### EDUCATION

**High School** \_\_\_\_\_ **Did you graduate** YES NO

**College / Trade** \_\_\_\_\_ **Did you graduate** YES NO

**College / Trade** \_\_\_\_\_ **Did you graduate** YES NO

**Do you hold a CDL License?** NO / YES – **Class:** \_\_\_\_\_ **List Additional Endorsements:** \_\_\_\_\_

**Do you hold any Certifications?** NO / YES – **List Current Certifications:** \_\_\_\_\_

**Do you hold an Electrical License?** NO / YES – **Apprentice / Journeyman / Masters** (Exp \_\_\_\_\_) **Lic#** \_\_\_\_\_ **State** \_\_\_\_\_

**GENERAL EXPERIENCE** (Circle all that apply) METAL FABRICATOR CUT WITH TORCH WELDING – stick / wire

ELECTRICAL – signs / basic PAINTING – air gun / by hand FORKLIFT AFRAID OF HEIGHTS – Yes / No

QUICKBOOKS PAYABLES RECEIVABLES CSR ACCOUNTING ADVERTISEMENT COREL DRAW

ADOBE ILLUSTRATOR ONYX PERMITS OTHER- \_\_\_\_\_

**Ever been convicted of a felony or spent time in jail?** NO / YES – when? \_\_\_\_\_ & why? \_\_\_\_\_

**Do you have any health issues that would keep you from performing your job duties?** NO / YES – please explain... \_\_\_\_\_

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**FORMER EMPLOYMENT:** Please list the last 7 years of experience starting with present or most recent.

DATE	Name, City&State, Ph#, & Supervisor	Salary	Position	Reason for leaving
End _____ Start _____		\$ _____		
End _____ Start _____		\$ _____		
End _____ Start _____		\$ _____		
End _____ Start _____		\$ _____		

**REFERENCES:** Please provide 1 co-worker (1yr+), 1 friend (known 3yrs+), & 1 relative (local or closest living).

Name	Ph# & City/ State	Relationship	Years Acquainted
1.			
2.			
3.			

**In Case of Emergency, List 2 Contacts to keep on file...**

1. Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ Relation \_\_\_\_\_

1. Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ Relation \_\_\_\_\_

\*\*\* ALL EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND RANDOM DRUG SCREENING \*\*\*

By signing below... I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AND UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOMENT IS FOR NO DEFINITE PERIOD AND MAY, AT THE DISCRETION OF THE EMPLOYER, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*OFFICE USE ONLY\*\*\***

Start Date \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_/Hour HIRED: NO / YES - (circle one) Temp / PT / FT / Sub

Signature Of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / Signature Of Employer \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_ Reporting Supervisor \_\_\_\_\_

Notes... \_\_\_\_\_

Means for Termination: \_\_\_\_\_ \*Notices Given: 1<sup>st</sup> - Verbal \_\_\_\_\_ 2<sup>nd</sup> - Written \_\_\_\_\_ 3<sup>rd</sup> - Termed on \_\_\_\_\_

Employee's\_Notes... \_\_\_\_\_

By signing below... I testify, I am voluntarily "Turning in my Resignation of Employment", on \_\_\_\_\_, to "Southern Sign Services" & agree to NOT hold "Southern Sign Services" responsible for any government applied wages/ garnishes after my (Last Day \_\_\_\_\_), of Employment, to be paid by "Southern Sign Services".

Signature Of Employee \_\_\_\_\_ Date \_\_\_\_\_ / Signature Of Employer \_\_\_\_\_

Please identify these measurements

