



## EMPLOYMENT APPLICATION

San Signs & Awnings is an equal opportunity employer. Applicants are considered without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, veterans' status, citizenship status, or any other protected characteristic or status in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, transfers, termination, and all other terms and conditions of employment.

### PERSONAL INFORMATION

Applicant's Last Name First Middle

Present Mailing Address Apt# City State Zip Code

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext# \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext# \_\_\_\_\_

If under 18 years old please indicate age \_\_\_\_\_

Previous Home Address:

Street Address City State From To

Street Address City State From To

Street Address City State From To

Date of Application: \_\_\_\_\_

Positions (s) Applied For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

( ) F/T ( ) P/T \_\_\_\_\_ ( ) Other: \_\_\_\_\_

Hours Available \_\_\_\_\_ Date Available for Work \_\_\_\_\_

- q Are you legally employable under U.S. Immigration Laws? ( ) No ( ) Yes
- q Are you in the USA on a visa? ( ) No ( ) Yes If Yes, indicate visa expiration date: \_\_\_\_\_  
Please provide copy of visa to the Human Resources Office.
- q A NYS driver's license is required for some positions.  
Do you possess a valid driver's license? ( ) No ( ) Yes - State: \_\_\_\_\_
- q Have you ever been convicted of a DWI? ( ) No ( ) Yes - indicate date: \_\_\_\_\_
- q Do you have any moving violations? ( ) No ( ) Yes - indicate date: \_\_\_\_\_

- q Have you ever been employed here before? ( ) No ( ) Yes – indicate date: \_\_\_\_\_
- q Are you employed now? ( ) No ( ) Yes
- q May we contact your present employer? ( ) No ( ) Yes
- q Are you on layoff or subject to recall? ( ) No ( ) Yes
- q Can you travel if required? ( ) No ( ) Yes
- q Are you currently attending school? ( ) No ( ) Yes
- q Have you ever been convicted of a misdemeanor or a felony? ( ) No ( ) Yes – indicate date(s): \_\_\_\_\_  
 Provide a description of all convictions: \_\_\_\_\_
- 

- q Is there a pending criminal charge against you? ( ) No ( ) Yes – indicate date(s): \_\_\_\_\_  
 Provide a description of all pending criminal charges : \_\_\_\_\_
- 

**EDUCATIONAL INFORMATION**

Do you possess a high school degree or equivalency diploma? ( ) Yes ( ) No

High School Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Date of Graduation or Expected Date of Graduation: \_\_\_\_\_

---

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Graduated: ( ) Yes ( ) No Expected Date of Graduation: \_\_\_\_\_

Degree Received: \_\_\_\_\_ Major: \_\_\_\_\_

Second Major: \_\_\_\_\_ Minor: \_\_\_\_\_

---

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Graduated: ( ) Yes ( ) No Expected Date of Graduation: \_\_\_\_\_

Degree Received: \_\_\_\_\_ Major: \_\_\_\_\_

Second Major: \_\_\_\_\_ Minor: \_\_\_\_\_

---

**Other Degrees and/or Certifications (Specify NYS Licenses where appropriate)**

---



---

**Computer Skills**

Please list your familiarity with various software programs, operating systems and environments (i.e. DOS, UNIX, Windows, Local Area Networks, and Mainframes.)

---

**EMPLOYMENT EXPERIENCE**

List below your employment history stating with the most recent employer. Include any period in which you were not employed and explain what you were doing during that time.

Employer: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary Start: \_\_\_\_\_ Salary Final: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Describe Duties: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary Start: \_\_\_\_\_ Salary Final: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Describe Duties: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary Start: \_\_\_\_\_ Salary Final: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Describe Duties: \_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES**

San Signs requires 2 professional and 2 personal references. Please include 2 individuals who have had direct supervisory responsibility for your position as well as two individuals who are not related to you for personal references.

1)Names: \_\_\_\_\_ Employment Relationship: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

2)Names: \_\_\_\_\_ Employment Relationship: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

3)Names: \_\_\_\_\_ Personal Relationship: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone #: \_\_\_\_\_

4)Names: \_\_\_\_\_ Personal Relationship: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone #: \_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that the information contained in this application is true and correct to the best of my knowledge and understand that falsification or omission of information is grounds for refusal to hire or, if hired, immediate termination.

I further authorize the investigation of all information in this application for employment as may be necessary in arriving at an employment decision.

I further understand that if employed, I am employed at-will and that my employment can be terminated at my option or the option of the agency at any time.

I also agree that I am required to conform to the policies, procedures, rules and regulations of the agency and that all offers of employment are conditioned on the satisfactory proof of my identity and legal authority to work in the United States.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_