

Application for Employment

Paris Signs 2400 5th Street Road Huntington WV 25701

Phone (304) 522-7503 Fax (304) 522-7505

Full name of applicant _____ Date _____

Current Address _____ Phone number _____

Position applying for: _____ Part time _____ Full Time _____

Who referred you? _____ Rate of pay expected? _____

Are you currently employed? _____ If not, how long since leaving last employment? _____

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

Vocational schools _____ Training courses taken: _____

Have you ever been bonded? _____ Name of bonding company _____

Have you ever been convicted of a felony? _____ If yes, please explain fully on a separate sheet of paper.
Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.

Employment Record: Begin with last or current position and work back.

Last/Current employer: _____ Supervisor's full name: _____

Full Address: _____ Phone: _____

Position held: _____ From: _____ to: _____ Salary: _____
month / yr month / yr

Reason for leaving: _____

Previous employer: _____ Supervisor's full name: _____

Full Address: _____ Phone: _____

Position held: _____ From: _____ to: _____ Salary: _____
month / yr month / yr

Reason for leaving: _____

Previous employer: _____ Supervisor's full name: _____

Full Address: _____ Phone: _____

Position held: _____ From: _____ to: _____ Salary: _____
month / yr month / yr

Reason for leaving: _____

Previous employer: _____ Supervisor's full name: _____

Full Address: _____ Phone: _____

Position held: _____ From: _____ to: _____ Salary: _____
month / yr month / yr

Reason for leaving: _____

Previous employer: _____ Supervisor's full name: _____

Full Address: _____ Phone: _____

Position held: _____ From: _____ to: _____ Salary: _____
month / yr month / yr

Reason for leaving: _____

Driver Experience & Qualification:

Answer these questions only if applying for position in which driving is required: (Service and Installation Crew)

Date of Birth: _____ Social Security Number: _____

LICENSE:

State: _____ License number: _____ Class: _____ Endorsement(s) _____ Expires: _____

DRIVING EXPERIENCE:

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates		Approximate Total Miles
		From	To	
Straight Truck				
Tractor and Semi-Trailer				
Twin Trailers – LCV's				
Other				
Other				

Shop Experience and Qualifications:

SHOP EQUIPMENT	YRS EXP.	SHOP EQUIPMENT	YRS EXP.
Sheet Metal Stomp Shear		Oxyacetylene Welding & Cutting	
Sheet Metal Break		Electric Welder	
Paint Spray Gun		Mig Welder	
Table Router		Tig Welder	
Hand Router		Aluminum Welding	
Band Saw		Fork Lift	
Chop Saw		Neon Mfg. Equipment	
Table Saw			
Grinders			
Drill Press			
Hand Drill			
Riveting Exp.			
Basic Electrical			

Heavy Equipment Experience and Qualifications:

EQUIPMENT	YRS EXP.	EQUIPMENT	YRS EXP.
Cranes		Lanyards / Safety Equipment	
Diggers			
Ariel Equipment			

Clerical Experience and Qualifications:

OFFICE EQUIPMENT	YRS EXP.	OFFICE DUTIES	YRS EXP.
Typing (wpm)		Accounts Receivable	
Multi-Line Telephone		Accounts Payable	
Computers (list software used)		Customer Relations	
		Conflict Resolution	
		Screening / Directing Calls	
Microsoft Word		Shipping & Receiving	
Microsoft Excell		Bookkeeping	
Calculator (by touch)		Ordering Materials	
Printers		Filing	

Studio / Vinyl Experience and Qualifications:

EQUIPMENT	YRS EXP.	DUTIES	YRS EXP.
Computers (list software used)		Designing graphics	
		Cutting / Weeding vinyl	
		Applying vinyl – wet / dry	
Vinyl plotter / cutter (list type)		List surfaces you've applied vinyl to:	
Table Router			
Computer Routing Programs			
		Removing vinyl	
		Masking	
		Application Tape	
		Customer Relations	

Applicant Must Read and Sign:

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks that are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason. I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer. This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Date

Applicant Signature

For Paris Signs Use Only – DO NOT WRITE IN THIS SPACE

FIRST INTERVIEW:

Note:

Conducted By: _____

SECOND INTERVIEW:

Notes:

Conducted By: _____

Applicant hired? _____ Yes _____ No
(If not hired, summary report of reasons should be placed in file)

IN CASE OF EMERGENCY NOTIFY: _____ Relationship _____

Address: _____ Phone: _____