

Job Application Form



Position Applying for:

Date:

Desired Pay
for Position:

\$

573-756-9000

1101 E. Karsch Blvd. Farmington MO 63640 (Fax: 573-756-6206)

Interview #1 Date:

Interview #2 Date:

It is important that you read the guidance notes before completing this application form. *Please complete this form fully.*

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal Details

Male / Female

Last Name:

First Name:

Address:

Postcode:

Daytime Telephone N°:

Mobile Telephone N°:

E-mail Address:

Home Telephone N°:

Social Security N°:

If selected for employment are you willing to submit to a pre-employment drug screening test?

Yes

No

Driving License – if relevant to position applied for.

Do you hold a full, points-free driving license valid in the USA?

Yes

No

CDL? Yes ___ NO ___ CDL : Class A or CDL: Class B Manual? Yes or NO

Have you ever been convicted of a felony? Yes / No If yes, Please list reasons & dates of expiration, if any:

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment. Failure to comply will result in your application being terminated and/or any job offer rescinded. Driving Licenses will be checked at first interview.

How did you hear about the opening?

Office Use:

Initials of person collecting application: _____ Date: _____ Time: _____ AM/PM

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Unemployed at this time: Yes or No

Name of Employer:

Address:

Postcode:

Post Title:

Dates of Employment:

Salary:

Reference Contact:

Brief Description of Duties:

Continue on a separate sheet if necessary

Period of Notice:

Last Day of Service

(if no longer employed):

Reason for Leaving

(if no longer employed):

Are you willing for these current and previous employments to be approached?

Yes

No

Section 3 Previous Employment

Previous Employment (most recent employer first covering last 10 years). Include nature of business. (i.e. paper manufacturer, electrical wholesaler) Continue on a separate sheet if necessary. You may attach a resume if all employers and duties are listed.

Name of Employer:
(incl. reference contact)

Address:

Postcode

**Position Held &
Dates Employed:**

Summary of Duties:

Reason for Leaving:

Name of Employer:
(incl. reference contact)

Address:

Postcode

**Position Held &
Dates Employed:**

Summary of Duties:

Reason for Leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and Grades Obtained
School	Subjects	Qualifications and Grades Obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of membership:

Continue on a separate sheet if necessary

Section 5 Current Conflicts

If appointed, do you have any interests or hold any appointments that may conflict with employment by the company in the role for which you have applied? Yes No

If yes, please give details / dates:

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the role. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary.

Section 7 References

Please give the names and addresses of your two most recent employers (for past 8 years if applicable). If you are unable to do this, please clearly outline who your references are.

Professional Reference 1

Name:

Job Title:

Work Relationship:

Organization:

Address:

Postcode

Telephone Nº:

E-mail:

Are you willing for this reference to be approached?

Yes No

Professional Reference 2

Name:

Job Title:

Work Relationship:

Organization:

Address:

Postcode

Telephone Nº:

E-mail:

Are you willing for this reference to be approached?

Yes No

Personal Reference:

Name: _____

Phone Number: _____

How do you know this person? _____

How long have you known this reference? _____

Are you willing for this reference to be approached? **Yes / NO**

Notes:

Section 8 Declaration

Statement to be signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

- I understand these details will be held in confidence by the company, for the purposes of assessing this application, ongoing personnel, administration, and payroll administration (where applicable) in compliance with the proper laws.
- I declare that the information given in this form is complete and accurate.
- I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.
- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signed:

Date:

Signs Etc candidates selected for interview will normally be notified within three weeks of receipt of their application. Unfortunately, applicants who do not hear from Signs Etc must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this position. If you would like to know if we have received your application form, please enclose a stamped addressed post card or envelope.

Signs Etc undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the laws.

Signs Etc conducts background checks on all prospective employees as a condition of employment. Background checks include, but may not be limited to: employment history and references; professional certifications and educational requirements; criminal records databases; and the Federal Excluded Parties list for debarment or suspension. A criminal history does not automatically exclude you from employment considerations. By signing below, you authorize the release of the requested information and allow Signs Etc to investigate as described above.

Your social security number may be used for the following purposes: (1) To conduct criminal record checks, (2) To verify information provided in your application, (3) For identification purposes in disciplinary databases. If you fail or refuse to provide your social security number, you will not be considered for employment.

I hereby certify that this application contains no misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation, falsification, or concealment as to a material fact, it will be sufficient ground for rejection of my application and /or removal from employment.

Signature: _____

Date: _____

RETURNING THIS FORM

By Hand: 1101 E. Karsch Blvd. Farmington MO 6364

By E-Mail: keven@signsetconline.com



By Mail: P.O. Box 791 Farmington MO 63640

Guidance Notes For Completing the Application Form & what will take place with the application process.

The application form is an essential part of the recruitment and selection process, and acts as a guide for the selection interview itself.

The following guidance notes relate to all the sections of the application form. They are intended to help you complete your application and it is important that you read them carefully.

Job Description and Employee Profile

Every job has a Job Description including Person Profile, which will list the experience, skills, competencies and where appropriate, qualifications that are required for the job.

Make sure you read the job description and profile carefully before completing the form. It is sometimes helpful to prepare a draft, which will give you the opportunity to check that you have covered each element before completing the form. Consider how your skills, aptitude, and experience compare to each element of the profile. Signs Etc carries out the short-listing by comparing how applicants' skills/aptitudes/experiences compare to the competencies set out in the Profile. This profile has specific areas against which relevant information from your application form is evaluated. Essential criteria are required for each position. Desirable criteria are advantageous for the position, but not necessarily crucial.

Section 1

Eligibility to Work in the USA: The same applies to driving licenses where the role requires this skill; however we will consider all applications sensitively.

Section 2

Give the name and address of your present/last employer, and the main duties of the job you currently hold.

Section 3 & 4

Please detail your employment history as well as any experience or voluntary work you think may be relevant to the job you have applied for. The job may require certain qualifications. Please read the Job Description before accepting the position if offered to you.

Section 5

Please list any relevant training and development undertaken which supports your application form. Remember to use the Job Description and Profile. This is one of the most important parts of the application form and is where you need to promote yourself to the company. Consider the job you are applying for, what it will entail, and why you are interested in it. Use your past experiences, whether they are in a work or personal environment, during paid work or in a community or voluntary role, and use these to describe how your skills, experience, knowledge, and competencies make you a suitable candidate for this job.

Section 6

The references listed on the application form must be one from your most recent employer (if applicable). Your second reference should be from your previous employer (if applicable). You may be asked again for this information if you are offered a position. We shall apply to your employers and references prior to offering a position if you permit us to do so by checking the appropriate box.

Section 7

Information from this form is confidential and will be kept within the Human Resources department. This information is needed to ensure that our Equal Opportunities Policy is working effectively.

Section 8

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be dismissed. If appointed you will be required to provide an original copy of your birth certificate or passport and if required for the post, proof of professional qualifications.

Finally

Remember to send back your signed application form to the correct address. We will be in contact with you.