



925 Saw Mill River Road • Yonkers, N.Y. 10710

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

Applicants Last Name _____ First _____ Middle _____

Present Mailing Address Apt# _____ City _____ State _____ Zip Code _____

Home Phone () _____ - _____ Cell Phone () _____ - _____

If under 18 years old please indicate age _____

Previous Home Address:

Street Address _____ Apt# _____ City _____ State _____ From _____ To _____

Street Address _____ Apt# _____ City _____ State _____ From _____ To _____

Street Address _____ Apt# _____ City _____ State _____ From _____ To _____

Date of Application: _____

Positions (s) Applied For: _____ Salary Desired: _____

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

Hours Available Date _____ Date Available for Work _____

Are you legally employable under U.S, Immigration Laws? () No () Yes

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.

ANYS driver's license is required for some positions.

Do you possess a valid NY State driver's license? () No () Yes State _____
Have you ever been convicted of a DWI? () No () Yes Indicate date _____
Do you have any moving violations? () No () Yes Indicate date _____

Have you ever been employed here before? () No () Yes Indicate date _____
Are you employed now? () No () Yes
May we contact your present employer? () No () Yes
Are you on layoff or subject to recall? () No () Yes
Can you travel if required? () No () Yes
Are you currently attending school? () No () Yes

Have you ever been convicted of a misdemeanor or a felony? () No () Yes — indicate date(s) _____
Provide a description of all convictions _____

Is there a pending criminal charge against you? () No () Yes Indicate date _____
Provide a description of all pending criminal charges: _____

EDUCATIONAL INFORMATION

Do you possess a high school degree or equivalency diploma? () Yes () No Indicate date(s) _____

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 _____

Address: _____

Salary Start _____ Salary Final _____

Position Held _____ Reason for Leaving: _____

Supervisor: _____ Telephone Number: () _____

Describe Duties: _____

Employer: _____ Dates Employed: From _____ To _____

Address: _____

Salary Start _____ Salary Final _____

Position Held _____ Reason for Leaving: _____

Supervisor: _____ Telephone Number: () _____

Describe Duties: _____

Employer: _____ Dates Employed: From _____ To _____

Address: _____

Salary Start _____ Salary Final _____

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) Name: _____ Employment Relationship: _____

Employer: _____ Phone # () _____

2) Name: _____ 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: _____