



www.designteam.net
 Design Team Sign Company
 350 Pinhook Drive - Savannah, TN 38372
 731-925-4448 - Phone 800-953-3744
 731-926-2022 - Fax

APPLICATION FOR EMPLOYMENT

Vision: To Be The Premier One-Source Sign Company

Today's Date: _____

This application is valid for 6 months from this date

How did you hear about our Company? Walk-In Friend Ad Website Craigslist Indeed Other: _____

Last Name _____ First Name _____ Middle _____ I prefer to be called: _____

Previous / Other Legal Name(s) _____ Email: _____ I don't use email How Long At _____ Years
 Current Address? _____ Months

Current Address _____ City _____ State _____ Zip _____ County _____

Phone #1 (Include area code) _____ Phone #2 (Include area code) _____
 This is my: Primary Cell Home Other: _____ This is my: Primary Cell Home Other: _____

List any current **Design Team Sign Company Employee(s)** you know personally:

NOTICE: Certain State and Federal agencies require disclosure of personal information for Safety-Sensitive Positions. **Any sections marked with "*" are OPTIONAL FIELDS AND NOT REQUIRED** until AFTER employment is offered (in writing by the Company). Certain positions, which require operation of equipment, vehicles, machinery, etc., will require specific information, including past employment verifications, driving record history, etc. (e.g. Department of Transportation, Department of Labor). **Personal information provided within this document or at any time during employment with this Company will be treated as strictly confidential and shall not be duplicated nor shared without a written release by the individual, unless required by local, state, and/or federal laws/regulations.**

*Are you 18 years of age or older? Yes No *Social Security Number _____ *Height _____ *Weight _____ *Drivers License: _____
 Valid at this time? Yes No State: _____ Class: _____
 Suspended /Revoked in past 5 years? Yes No

Education / Military Service History

High School (name) _____ City / State _____ Status: Still Enrolled GED Graduated Did not finish *Year of Grad: _____ Last Grade Completed (if Non-Graduate) _____

College / Technical Yes No (If yes, Name) _____ City / State _____ Status: Still Enrolled Graduated Did not finish *Year of Grad: _____ Degree / Area of Study _____

Military Service Yes No (If yes, Branch?) _____ Last Duty Station _____ Training / Rank _____ *Entry Year _____ *Discharge Year _____

Date You Can Start Work: _____ I am seeking: Full Time Part Time Temporary I can work: Day Shift 2nd Shift 3rd Shift Overtime Weekends I am willing to travel: Yes No
 If yes, list the maximum number of consecutive days you are available to travel: 3-5 6-13 14+

Employment History - Please complete the LAST 5 YEARS of employment below if possible (attach a resume if available but still complete the following)

Current (or Most Recent) Employer _____ Address / City / State _____ Your Immediate Supervisor _____

Start Date (Mo/Yr)	End Date (Mo/Yr)	Ending Pay Rate	Last Job / Position	Company Phone #	Reason for Leaving
		\$ Per _____			

Describe Daily Work/Duties:

Next Most Recent Employer _____ Address / City / State _____ Your Immediate Supervisor _____

Start Date (Mo/Yr)	End Date (Mo/Yr)	Ending Pay Rate	Last Job / Position	Company Phone #	Reason for Leaving
		\$ Per _____			

Describe Daily Work/Duties:

Next Most Recent Employer _____ Address / City / State _____ Your Immediate Supervisor _____

Start Date (Mo/Yr)	End Date (Mo/Yr)	Ending Pay Rate	Last Job / Position	Company Phone #	Reason for Leaving
		\$ Per _____			

Describe Daily Work/Duties:

I am interested in the following area(s) for employment:

- Production:** Fabrication Welding Electrical Spray Paint Powder Coat
 Face Forming CNC Router Technology(Design/Print/Cut) Screen Print
 Shipping/Loading/Crating Logistics Applications (Cut/Apply Vinyl/Sew)
 Cabinetry (Corian/Solid Surface) Wood (Carpentry/Cut/Sand/Stain/Assemble)
 Trim/Final Stretch/Awning Install (requires travel) Service (requires travel)
 CDL Driver (requires travel) Other _____

Administration:

- Sales Project Manager IT Systems
 Accounting Human Resources
 Maintenance Clerical Support
 Purchasing/Receiving Quality/Inspection
 Engineering Graphic Design

Employment Skills – Please select below (“X” all in which you have TRUE WORK EXPERIENCE or CERTIFICATION):

- Fabrication(Using CAD Drawing) Welding -Mig _____ Tig _____ Aluminum _____ Steel _____ Electrical Wiring Spray Paint (Automotive)
 Powder Coat Screen Print Face Forming CNC Router Applications-Cut/Apply Vinyl _____ Cut/ Sew _____ Final Trim/Finish
 Awnings/Stretch Carpentry-Cut _____ Sand _____ Stain _____ Cabinetry _____ Countertop (Corian _____/Solid Surface _____) Logistics
 Shipping-Loading _____ Crating _____ Bucket Truck Mobile Crane Forklift Operator Sign Installation Valid CDL
 Certified Crane Operator Building Maintenance Quality/Safety Purchasing/Receiving Technology-3D Printer _____ Flatbed Printer _____
 Graphic Design-Corel Draw _____ Adobe Photoshop® _____ Other: _____ IT Systems Mgmt – List System(s) _____
 Project Manager-MS Office® _____ Engineered Draw _____ Code/Permitting _____ Engineering-AutoCAD® _____ SolidWorks® _____ Other: _____
 Sales Account Manager Customer Service Human Resources Accounting-AP _____ AR _____ Payroll _____ Clerical Support

Criminal History Disclosure – This optional information will not be used for employment decision.

Have you ever been convicted of a crime? (Misdemeanor or Felony) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate city and state	If yes, please indicate charges/crime:
Sentencing Details:	Probation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date ends: _____	If probation - will you require time away from scheduled work? <input type="checkbox"/> Yes <input type="checkbox"/> No

References – Do not list family members or close friends – This should be someone you have known for years on a personal or business level.

Name	City / State	How do you know this person?	Phone Number	# Years
Name	City / State	How do you know this person?	Phone Number	# Years



Release, Consent, and Acknowledgement

By signing below, you are hereby providing release, consent, and acknowledgment to Design Team Sign Company, LLC (the "Company"), headquarters located in Savannah, Hardin County, Tennessee, all of the following: Whereas, any and all legal matters involving you and the Company will be heard by courts sitting in Savannah, Hardin County, Tennessee. This court's jurisdiction will remain the same regardless of employment, job position, job title, job duties, personal residence, or the physical location where work is performed at any time during your employment with the Company. The Company reserves the right to contact, verify, and use information provided by you from schools, companies, employers, and/or their representatives, agents, etc., included within this application, your resume, and/or any other written or verbal communication provided to the Company. The Company operates as a Tennessee Drug-Free Workplace, complies with Department of Transportation, Federal Motor Carrier Safety Association, and other state and federal regulations as required. Specimens are required for determination of drug and alcohol content thereof; you agree to allow the Company and/or others certified in collection of specimens for drug and alcohol testing to collect and forward specimens to a testing laboratory designated by the Company. The information provided herein and your signature below is consent to release to the requirements of the Company's drug and alcohol testing as per policy guidelines, voluntarily, acting on your own, not being coerced by anyone. You agree to provide urine and other specimens and will accept the results. It is the responsibility of the applicant and/or employee to notify the testing laboratory of any administrative or civil action brought pursuant to TCA Section 50-9-100 et. Seq., Drug Free Workplace programs. The provisions of the Company's drug policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal to the applicable court(s). The Company is an Equal Opportunity Employer requiring general skills testing before and during the course of employment; the Company acts in accordance with the Americans with Disabilities Act, which may require medical and physical examinations as necessary to ensure the health and general safety of everyone. You agree to hold harmless and release from all liability all said persons, schools, companies, employers, and/or their representatives from any and all claims that have or may arise against any or all of them, including the Company, as a result of information furnished to the Company. Additionally, if employed and later terminated from the Company, you grant permission and release to provide employment history and references to those who seek. You agree to allow the Company to conduct credit, criminal, and Motor Vehicle Driving record verifications, and/or other employment related inquiries in compliance with applicable laws. Any employment decision, including your continued employment, may be subject to the result of these inquiries. If you are hired, transferred, promoted, or otherwise offered a position, which could include sales commissions and/or bonuses, by signing below, you understand and agree you will forfeit any and all unearned commissions, unearned or discretionary bonuses, and other compensable as of the date of employment termination, regardless of cause. If employed, you agree to treat all customers, products, services, and other related information, as well as trade secrets as the property of the Company, and will not disclose them to any unauthorized person(s) during or after employment. If employed, any violation of this agreement entitles the Company to terminate employment without limiting any other remedies. I have read, understand, and agree with all statements contained within this Release and Consent, which supersedes any and all agreements, employment contracts both past, present, and future, unless such contracts are signed by the Owner and Chief Manager of the Company.

By signing below, I understand and certify that all information supplied in this application, resume, and/or additional documents I have or may submit are complete, true, and correct. Any false, misleading, or incomplete information provided or furnished to the Company regarding my application, past or present employment, may result in the rejection of this application and/or immediate termination of employment without prior verbal or written notice from the Company.

Print Your Full Name	Applicant's Signature (will not be processed without signature and date)	Date Signed