



www.designteam.net  
 Design Team Sign Company  
 255 Old Morris Chapel Rd – Adamsville, TN 38310  
 731-925-4448 – 731-926-2022 – Fax

# APPLICATION FOR EMPLOYMENT

Vision: To Be The Premier One-Source Sign Company

Today's Date: \_\_\_\_\_

This application is valid for 180 days 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: \_\_\_\_\_ How Long At \_\_\_\_\_ Years  
 I don't use email 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: \_\_\_\_\_

Provide the name(s) of friends or family members currently employed by Design Team : \_\_\_\_\_

Are you UNDER 18 years of age?  Yes  No Do you have a current, active Driver's License?  No  Yes State Issued: \_\_\_\_\_ Class: \_\_\_\_\_  
 Suspended /Revoked in past 5 years?  No  Yes

Date You Can Start Work: \_\_\_\_\_ Prefer:  Full Time  Part Time  Temporary Available for work:  Day Shift  2<sup>nd</sup> Shift  3<sup>rd</sup> Shift  Overtime  Weekends 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 – Include most recently and/or the last FIVE (5) YEARS if possible – (attach a resume if available)**

Current/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: \_\_\_\_\_

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

- Sign Building Skills:**  Metal Fabrication (Using Shop Drawing) # Years \_\_\_\_\_ Welding:  Mig  Tig  Aluminum  Steel  
 Electrical Wiring (For Electrical Signage Products)  Commercial Electrical  Residential Electrical  State Licensed Electrical Contractor  
 Spray Paint (Automotive-type process)  Paint Prep (Sand/Bondo/Repair)  Powder Coat  CNC Router Operator  CNC Programmer
- Sign Production Skills:**  Digital Media / Vinyl Applications  Awning Covering (Stretch)  Thermoforming (Plastic Sign Faces)  
 Screen Print (Substrates)  Flat Bed / 3D Printer Operator  Graphic Design  Corel Draw  Adobe Photoshop®  Other: \_\_\_\_\_
- Shipping / Loading / Driver / Install / Logistics:**  Shipping \_\_\_\_\_ Loading \_\_\_\_\_ Crating  Forklift Operator  Valid CDL  
 Bucket Truck/Mobile Crane (Certified Operator)  Sign Installation (requires travel, valid driver's license; CDL preferred)  Logistics Scheduler (DOT guidelines)
- Millwork / Cabinetry:**  Carpentry Woodworking  Stain  Sand  Cabinetry  Custom Countertop \_\_\_\_\_ Corian \_\_\_\_\_ Solid Surface
- Non-Production:**  Purchasing  Receiving  IT Systems  ERP System(s) \_\_\_\_\_  Sales Account Manager  Building Maintenance  
 Engineering  AutoCAD®  SolidWorks®  Other \_\_\_\_\_  Customer Service  Human Resources  Clerical Support  Quality/Safety  
 Project Manager  Experience Reading Engineer Drawing  Experience with Municipality Code/Permitting  Accounting-AP \_\_\_\_\_ AR \_\_\_\_\_ Payroll \_\_\_\_\_

Education / Military Service History –				
High School Name or <input type="checkbox"/> GED	City / State	Status: <input type="checkbox"/> Enrolled <input type="checkbox"/> Graduated	Last Year Attended or Graduated:	Last Grade Completed
College / Technical <input type="checkbox"/> Yes <input type="checkbox"/> No	City / State	Status: <input type="checkbox"/> Enrolled <input type="checkbox"/> Graduated	Last Year Attended or Graduated:	Degree / Area of Study
Military Service – Branch <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Duty Station	Training / Rank	Entry Year	Discharge Year

Criminal History		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date / City / State:	Charge(s) and Status:

Professional References: Do not list family members or friends; include the name of individuals you have known for several years through business or professionally.				
Name	City / State	How do you know this person?	Phone Number	# of Years

**Release, Consent, and Acknowledgement**

*By signing below, you are hereby releasing consent and acknowledging to Design Team Sign Company, LLC (the "Company"), located at 255 Old Morris Chapel Road, Adamsville, Hardin County, Tennessee the following: Any claims, suits or otherwise between you and the Company will be heard by courts sitting in Hardin County, Tennessee and this court and jurisdiction will remain if you are hired, regardless of where your job duties and responsibilities are performed, including at home or at other offsite locations. The Company reserves the right to contact, verify, and use information provided by schools, businesses, employers, and their representatives as stated herein or on your resume or other information provided. And you agree to hold harmless and release from all liability the Company, and other schools, companies, employers, and their representatives from all claims that may arise because 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. The Company requires employees to comply with all state and federal employment guidelines, including the State of Tennessee Drug-Free Workplace, and requires all applicants and employees to comply with the guidelines. You hereby agree to allow the Company's representatives who are certified in collection of specimens for drug and alcohol testing to collect and forward your specimens to a testing laboratory designated by the Company. Your signature below provides consent to the release of drug and alcohol testing to the Company under the policy guidelines, voluntarily, acting on your own, without coercion, and agree to accept the results of such testing. Applicants and employees of the Company are responsible for notifying 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 and may require general skills testing before and during employment in accordance with the Americans with Disabilities Act, which may require medical and physical examinations to ensure the health and general safety of you and others. 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 offered employment by the Company you agree to review and comply with all policies, procedures, and guidelines. including policies regarding forfeiture of unearned sales commissions and discretionary bonuses and other accrued benefits which are not eligible after termination of employment. The Company reserves its right to all customers, clients, business partners, services, trade secrets, manufacturing processes or otherwise private and proprietary information and prohibits copy, duplication, publication or disclosure to any unauthorized person(s) prior to, during, or after employment. If employed at any time, violations of this Release, Concept, and Acknowledgement shall be grounds for immediate termination of employment without notice. By signing below, you hereby understand and agree this document does not form any type of employment promise or agreement.*

*By signing below, you hereby acknowledge and confirm the information provided within this Application and within any other documents or forms provided to the Company are true and accurate. And any false, misleading, or incomplete information may void this Application and result in termination of employment. If you are hired by the Company, you agree to be truthful, honest, and dedicated, and agree to perform the job duties to the best of your ability.*

<b>Print Your Full Name</b>	<b>Applicant's Signature (required)</b>	<b>Date Signed (required)</b>