

# EMPLOYMENT APPLICATION

## SBT Signs & Graphics

1607 Northwood Drive Unit 102, Salisbury, Maryland 21801 410-860-0033

Please complete the entire application.

*It is the policy of SBT to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.*

**JOB POSITION:** \_\_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_

### APPLICANT INFORMATION:

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ # of years at this address: \_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Driver's License (State/#): \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_\_ No \_\_\_\_

How will you get to work? \_\_\_\_\_

Are you willing to work any shift, including nights and weekends? Yes \_\_\_\_ No \_\_\_\_

If no, please state any limitations: \_\_\_\_\_

If applicable, are you available to work overtime? Yes \_\_\_\_ No \_\_\_\_

If you are offered employment, when would you be available to begin work? \_\_\_\_\_

If hired, are you able to submit proof that you are legally eligible for employment in the United States?

Yes \_\_\_\_ No \_\_\_\_

Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? Yes \_\_\_\_ No \_\_\_\_

What reasonable accommodation, if any, would you request?

\_\_\_\_\_

**EMERGENCY CONTACT:** *Who should be contacted if you are involved in an emergency?*

Name: \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

**APPLICANT'S SKILLS:**

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill.

(A rating of 1 represents poor ability, while 5 represents exceptional ability.)

Ability Or Skill	Years of Experience	Rating
<input type="checkbox"/> Typing	_____	1 2 3 4 5
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, etc.)	_____	1 2 3 4 5
<input type="checkbox"/> Answering telephones	_____	1 2 3 4 5
<input type="checkbox"/> Filing	_____	1 2 3 4 5
<input type="checkbox"/> Customer Service	_____	1 2 3 4 5
_____	_____	1 2 3 4 5
_____	_____	1 2 3 4 5

**EMPLOYMENT HISTORY**

Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent. List and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Dates of Employment (Month/Year): Start \_\_\_\_\_ End \_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Dates of Employment (Month/Year): Start \_\_\_\_\_ End \_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Dates of Employment (Month/Year): Start \_\_\_\_\_ End \_\_\_\_\_

**EDUCATION AND TRAINING**

College/University Name and Address

\_\_\_\_\_

Did you receive a degree? Yes \_\_\_ No \_\_\_ If yes, degree(s) received: \_\_\_\_\_

High School/GED Name and Address

\_\_\_\_\_

Did you receive a degree? Yes \_\_\_ No \_\_\_

Other Training (graduate, technical, vocational):

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Awards, Honors, Special Achievements:

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Military Service: Yes \_\_\_ No \_\_\_

Branch: \_\_\_\_\_ Specialized Training: \_\_\_\_\_

**REFERENCES**

List any two non-relatives who would be willing to provide a reference for you.

Name: \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

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**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination. I authorize Signs By Tomorrow to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education. If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Signs By Tomorrow, except in a specific written contract of employment signed on behalf of the organization by its owner has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION. I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE