

APPLICATION FOR EMPLOYMENT



We are an equal opportunity employer. We will consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

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600 North Union Avenue
Hillside, New Jersey 07205 USA

National 800-4-Any-Sign
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(PLEASE PRINT)

1. Position(s) Applied For _____

2. Date of Application ____/____/____

3. How Did You Learn About Us? (Please check one)

____ Advertisement/____ Employment Agency/____ Friend/____ Relative/____ Inquiry/____ Other

4. Last Name First Name Middle Name

Address Number Street City State Zip Code

Telephone Number(s) (best number to reach you at) / Social Security # (Optional)

INTERVIEW INFORMATION SHEET

Please check Yes or No to the following questions.

1. If you are under 18 years of age, can you provide required proof of your eligibility to work?

____ YES ____ NO

2. Have you ever filed an application with us before?

If Yes, give date ____/____/____.

____ YES ____ NO

3. Have you ever been employed with us before?

If Yes, give date ____/____/____.

____ YES ____ NO

4. Do any of your friends or relatives, other than spouse, work here?

____ YES ____ NO

5. Are you currently employed?

____ YES ____ NO



6. May we contact your present employer?

___YES___NO

7. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

(Proof of citizenship or immigration status will be required upon employment.)

___YES___NO

8. Are you currently on "lay-off" status and subject to recall?

___YES___NO

9. Can you travel if a job requires it?

___YES___NO

Please answer as detailed as possible.

1. Please list reason/reasons for change of employment.

2. What is it you least liked about your last position?

- Finances?
- Overwhelmed with work?
- Not enough room for advancement?
- Other?

3. Please describe in your own words, your personality, (3) of your greatest strengths and (3) of your weakest areas in need of additional work.

4. Are you available for overtime? Weekends___Nights___Mornings___

5. What are your feelings about drug testing and are you willing to take a test?

6. Please list (3) long term goals you would like to reach.



7. What are your career goals and are they related to our industry?

8. What is your response to working in a casual but pressured environment?

9. What are your personal goals/objectives? Immediate and long term?
Financial and organizational (within a company)?

10. If you were unhappy working here, how would you handle it?
Please describe.

11. Are company benefits important to you? If so, please indicate
what types of benefits you are hoping for?

12. How do you handle an angry situation on the telephone? How do
you handle an angry situation in person?

13. How do you handle an angry situation with a co-worker? Describe
a person that would be difficult for you to work with.

14. Would you be comfortable taking direction from someone younger
than yourself?



15. Are you comfortable juggling priorities and handling interruptions?

16. How do you feel about working late unexpectedly and is this a problem for you? How late is late for you?

17. Date available for work ____/____/____

18. What is your desired salary range _____

19. Education

School	Name & Address of School	Course of Study	Number of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

20. Work Experience (Please list current & one previous)

Current

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
			May We Contact ____YES ____NO

Previous

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
			May We Contact ____YES ____NO

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
			May We Contact ____YES ____NO

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
			May We Contact ____YES ____NO

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
			May We Contact ____YES ____NO

21. Specialized Programs and/or Skills (Programs/Skills/Equipment Operated)



____ Terminal	____ Spreadsheet	Machinery (Please List)	Programs (Please List)
____ PC/MAC	____ Word Processing	_____	_____
____ Typewriter	____ Shorthand	_____	_____
____ WPM	____ WPM	_____	_____

State any additional information you feel may be helpful to us in considering your application.

22. Personal/Professional References

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

23. Describe any specialized training, apprenticeship, skills and extra-curricular activities.

APPLICANT'S STATEMENT:

ALL ANSWERS GIVEN IN THIS APPLICATION ARE TRUE AND COMPLETE. ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AT BANNER deSIGN MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 30 DAYS. APPLICANTS WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD CALL AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME. I UNDERSTAND THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH BANNER deSIGN IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF BANNER deSIGN. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

SIGNATURE OF APPLICANT

_____/_____/_____
DATE