



RND SIGN AND DESIGN LLC. APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

_____ Last First Middle

Address:

_____ Street (Apt) City, State Zip

Alternate Address:

_____ Street City, State Zip

Contact Information:

() ()
Home Telephone Mobile Email

How did you learn about our company?

POSITION SOUGHT: _____

Available Start Date: _____

Desired Pay Range: _____

Are you currently employed? _____

If hired, would you have a reliable means of transportation to and from work? Yes No
Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No If no, describe the functions that cannot be performed:

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No If yes, state nature of the crime(s), when and where convicted, and disposition of the case:
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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.				
First Name	Last Name		Telephone No. ()	
Address & Street		City	State	Zip
Occupation				No. of Years Acquainted
First Name	Last Name		Telephone No. ()	
Address & Street		City	State	Zip
Occupation				No. of Years Acquainted
First Name	Last Name		Telephone No. ()	
Address & Street		City	State	Zip
Occupation				No. of Years Acquainted

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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DRUG & ALCOHOL POLICY

RND SIGN does not condone, permit or accept the sale, use, or possession of drugs or alcohol while on company or clients property. All employees will be expected to adhere to this requirement without exception. RND SIGN is committed to a safe and healthful environment for all employees at all times. RND SIGN will not have anyone on company or clients property under the influence of drugs or alcohol that will jeopardize our commitment to this policy. In applying for a position with RND SIGN, I understand that I may be asked to submit to a urine test to determine drug and alcohol use. This test may be part of a pre-employment physical examination. I further understand that if employed by RND SIGN, the company reserves the right to test for drugs and alcohol when circumstances warrant. This may be in the area of work related injuries. If offered the opportunity to work for RND SIGN, I agree to comply with the requirements of this policy.

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Applicant's Signature Date

PLEASE READ CAREFULLY, AND SIGN BELOW

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and RND SIGN. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or RND SIGN, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and RND SIGN designated representative.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Applicant's Signature Date