Signature Services Corporation
P.O. Box 2751
Waxahachie, TX 75168
Phone: 214-353-2661
Fax: 214-353-4847

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

FOR OFFICE USE ONLY	
Work Location	Rate
Position	Date

PERSONAL

Date _____

Name _____ Social Security No _____
Last First Middle

Present address _____ Telephone No _____
No. Street City State Zip

Email address _____

Are you legally eligible for employment in the U.S.A.? Yes_ No_ (If yes, verification will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 19____

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.) _____

_____

_____

_____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
Elementary			5	6	7	8	☐ Yes ☐ No	
High			1	2	3	4	☐ Yes ☐ No	
College			1	2	3	4	☐ Yes ☐ No	
Other (Specify)			1	2	3	4	☐ Yes ☐ No	

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
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Telephone								

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Telephone								

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	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed ____

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _______________________________________

____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application Is not and is not Intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at anytime, for any reason or no reason. No one other than an officer of the Company has any authority to enter Into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

_____
Signature of Applicant

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of rade, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason including, without limitation, national security requirements, affirmative action, a bona fide occupational qualification or business necessity.

- Previous address_____
  No. Street City State Zip
- Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age.
- Sex: M_____ F:_____ Height: _____ Weight:_____
- Are you a citizen of the U.S.A.?_____
- Were you in the US Armed Forces? Yes_____ No_____ If yes, what branch? _____
- Did you receive any training in the US Armed Forces that is relevant to the position applied for? (If yes, describe)_____
  _____
- Are you a Vietnam veteran? _____
- Are you eligible to be bonded? _____
- Have you been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven years which has been annulled or expunged or sealed by a court? _____ If yes, describe in full_____
  _____
- Conviction of a crime will not be an absolute bat to employment.
- You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following questions. Are you able to per form each of the essential job functions listed for each position for which you have applied? _____ If no, list the functions you are unable to perform and explain why you are unable to perform them._____
  _____
  _____
  _____