



1606 6th Ave SW - P.O. Box 1728
Jamestown, ND 58402-1728

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit#
City State Zip

Phone: _____ Date Available: _____ Desired Salary: \$ _____

Social Security No: _____ Position Applied For: _____

Do you have a valid Driver's License?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have CDL classification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you 18 years of age or older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you legally authorized to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever applied to this company before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?	_____	
Have you been convicted of a felony in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

If yes, explain (a YES answer does not necessarily mean that employment will be denied):

Education or Training

High School: _____	Address: _____
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree: _____
College: _____	Address: _____
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree: _____
Other: _____	Address: _____
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree: _____

References

Please list three professional references

Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	

Employment History

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Military Service

Are you a veteran? Yes No

Any special training related to position applied for? _____

Disclaimer and Signature

If you are hired, you will be an at-will employee. Newman Signs, Inc. reserves the right to unilaterally rescind or modify its employee policies with or without prior notice.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and previous employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature: _____ Date: _____

****If interview is granted signature will be obtained at that time.****

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Interviewed by: _____	Date: _____	Hired: Yes <input type="checkbox"/> No <input type="checkbox"/>
Position: _____	Salary: _____	Date Starting: _____
Interviewer Comments _____		

APPLICANT DATA RECORD



EQUAL OPPORTUNITY EMPLOYER

Newman Signs, Inc. is an equal opportunity employer and does not discriminate in any unlawful way against race, religion, color, sex, national origin, marital status or qualified individual with a disability (except where a reasonable bona fide occupational qualification exists). We reserve the right to revise or change job duties, responsibilities and location based on business necessity or individual performance. Newman Signs, Inc. is an at will employer. Any employee is employed for an indefinite period of time. Employees are subject to terminate at any time, for any reason, with or without notice. The employee has the right to terminate employment for any reason at any time.

If you require accommodation to complete the application, please request assistance prior to completing application.

SOLELY TO HELP US COMPLY WITH GOVERNMENT RECORD KEEPING, REPORTING AND OTHER LEGAL REQUIREMENTS, WE REQUEST THAT YOU PLEASE FILL OUT THIS APPLICANT DATA RECORD. **WE APPRECIATE YOUR COOPERATION.**

THIS DATA IS FOR PERIODIC GOVERNMENT REPORTING AND WILL BE KEPT IN A **CONFIDENTIAL** FILE.

PLEASE PRINT

Position(s) applied for: _____ Date: _____

Referral Source: Job Service Newspaper Newman Website Billboard Friend/Relative
 Walk-in Other _____

Applicant Full Legal Name: _____ (LAST) (FIRST) (MIDDLE)

Applicant Address: _____ (NUMBER) (STREET) (CITY / STATE) (ZIP)

VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex, ethnicity, handicapped veteran and other protected status of Applicants. This data is for analysis and possible affirmative action only.

Check One: Male Female

Check One: White Black Hispanic American Indian Asian
 Alaska Native Pacific Islander

Check One (if applicable): Vietnam Veteran Disabled Veteran Handicapped Person

Applicant Signature: _____ Date: _____

****If interview is granted signature will be obtained at that time.****