

EMPLOYMENT APPLICATION

505 N. Glenstone Ave.
Springfield, MO 65802

An equal opportunity employer
Since 1883

Phone: (417) 869-6468
Fax: (417) 869-1545

It is the policy of this company to provide equal opportunity employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, pregnancy, medical condition, sexual orientation, veteran status, or any other status protected under state and federal law.

PERSONAL

Name

(Last)

(First)

(Middle)

Please list any name you have ever gone by other than the one listed _____

Current

Address

(Street)

(City)

(State)

(Zip Code)

How long have you lived at this address?

(Years)

(Months)

Previous

Address

(Street)

(City)

(State)

(Zip Code)

How long have you lived at this address?

(Years)

(Months)

Note: Please list all addresses for previous 7 years. Use back of application if additional space is needed.

Telephone () _____

Email _____

JOB INTERESTS/SKILLS

Position(s) applied for _____

Expected Rate of Pay _____

Type of employment requested

Full Time

Part Time

Temporary

Seasonal

Date available for employment _____

Summarize any other relevant special skills or qualifications _____

GENERAL

Have you ever applied for Pinnacle Sign Group in the past: Yes No

If yes, please provide dates, position, and reason for leaving: _____

Who referred you to Pinnacle Sign Group? _____

Please list names of any relatives employed by Pinnacle Sign Group: _____

Are you legally permitted to work in the United States?

Note: Proof of eligibility will be required within three working days of employment.

Yes

No

If hired, can you furnish proof that you are over 18 years of age?

Yes

No

Are you capable of performing the essential functions of the position for which you are applying with or without accommodation?

Yes

No

Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony?

Yes

No

If yes, please provide date(s) and details: _____

Note: Answering "Yes" to the question above does not constitute an automatic bar from employment. Factors such as age, time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs.

EDUCATION

School Name	Years Completed (circle)	Did You Graduate?	Diploma/Degree	Course of Study or Major	Specialized Training, Experience, and Skills
High School:	9 10 11 12 GED	Y / N			
College/University:	1 2 3 4	Y / N			
Graduate/Professional:	1 2 3 4	Y / N			
Trade/Correspondence:		Y / N			
Other:					

REFERENCES *Please list persons whom know you well – not previous employers or relatives*

Name	Relationship	Home Phone	Daytime Phone

EMPLOYMENT HISTORY

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Name of Employer	_____			
Address	_____	_____	_____	_____
	(Street)	(City)	(State)	(Zip Code)
Supervisor Name	_____		Telephone	_____
Employed From	_____	To	_____	Starting Rate of Pay _____ Ending Rate of Pay _____
	(Month/Year)		(Month/Year)	
Position Title & Duties	_____			

Reason for Leaving	_____			
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Name of Employer	_____			
Address	_____	_____	_____	_____
	(Street)	(City)	(State)	(Zip Code)
Supervisor Name	_____		Telephone	_____
Employed From	_____	To	_____	Starting Rate of Pay _____ Ending Rate of Pay _____
	(Month/Year)		(Month/Year)	
Position Title & Duties	_____			

Reason for Leaving:	_____			
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Name of Employer	_____			
Address	_____	_____	_____	_____
	(Street)	(City)	(State)	(Zip Code)
Supervisor Name	_____		Telephone	_____
Employed From	_____	To	_____	Starting Rate of Pay _____ Ending Rate of Pay _____
	(Month/Year)		(Month/Year)	
Position Title & Duties	_____			

Reason for Leaving:	_____			
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

EMPLOYMENT HISTORY (Continued)

Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor Name _____ Telephone _____

Employed From _____ To _____ Starting Rate of Pay _____ Ending Rate of Pay _____
(Month/Year) (Month/Year)

Position Title & Duties _____

Reason for Leaving _____

May we contact this employer? Yes No

Have you ever been terminated or asked to resign from any job? _____

If yes, please provide circumstances _____

Please explain fully any gaps in your employment history _____

ACKNOWLEDGEMENT

In the event of my employment to a position with Pinnacle Sign Group, I will comply with all rules and regulations of Pinnacle Sign Group. I understand that Pinnacle Sign Group reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I consent to the disclosure of the results of any tests to Pinnacle Sign Group. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that Pinnacle Sign Group may investigate my driving record and my criminal record and that an investigative consumer report may be prepared. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that Pinnacle Sign Group may contact my previous employers, if I have indicated permission within this application, and I authorize the employers to disclose to Pinnacle Sign Group all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Pinnacle Sign Group, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide Pinnacle Sign Group with any pertinent information they may have regarding myself.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either Pinnacle Sign Group or me at any time and for any reason whatsoever, with or without good cause.

This is the entire agreement between Pinnacle Sign Group and the Employee and this agreement supersedes any and all prior agreements. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by myself and the President of Pinnacle Sign Group. No supervisor or representative of Pinnacle Sign Group, other than its President, has any authority to enter into any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable. If you have any questions regarding this statement, please ask the Office Manager before signing. I hereby acknowledge that I have read the above statements and understand the same. My signature below attests that I have read, understood, and agree to be legally bound to all of the above terms.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Applicant's Signature _____ Date _____