



# Application for Employment

PRINT CLEARLY. Fill out application completely. Be sure to sign when completed. Century Graphics & Sign, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Resumes will not be accepted in Lieu of application, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

## EMPLOYEE INFORMATION

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

List any other names used if different from name on this application \_\_\_\_\_

Position applying for: \_\_\_\_\_

Do you have any relatives working for this company? If so, list names and relationships:  
\_\_\_\_\_

### If necessary for the job, I am able to:

Work overtime?  Yes  No

Provide a valid Texas Driver's License?  Yes  No

If so, fill out the following: \_\_\_\_\_  
(State) (Number)

Are you at least 17 years old?  Yes  No

Commercial Driver's License:  Yes  No

I am legally eligible for employment in the U.S.?  
 Yes  No

I am seeking a permanent position:  Yes  No

What days are you unable to work? \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Are you willing to work hours other than 8-5?  Yes  No

Full-time  Part-time  Summer  Temp/Project

Date available to work? \_\_\_\_\_

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?  Yes  No

If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some agencies may require additional information related to convictions of misdemeanors.

## EDUCATION

Institution Name & Location	Dates Completed		Field of Study	Type of Diploma or Degree
	From	To		
High School/ GED				
College/ University				
Business/ Technical				
Additional				

## MILITARY

Are you a veteran?  Yes  No

Duty/specialized training: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Total: \_\_\_\_\_ Years \_\_\_\_\_ Months Your Position \_\_\_\_\_

Employer \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Business \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Base Salary \_\_\_\_\_ START/ \_\_\_\_\_ END Monthly Weekly Hourly

Brief description of your duties and responsibilities:

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Employer \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Business \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Base Salary \_\_\_\_\_ START/ \_\_\_\_\_ END Monthly Weekly Hourly

Brief description of your duties and responsibilities:

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Today's Date: \_\_\_\_\_

**SKILLS & QUALIFICATIONS**

List all job related training or skills you possess and machines or office equipment you can use, such as supervisory skills, calculations, printing or graphics equipment, computer equipment, types of software and hardware that you are qualified to operate or repair, etc. Attach an additional page, if necessary.

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Professional licenses, certifications or registrations:

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Typing speed: \_\_\_\_\_ WPM

Do you speak a language other than English? (if required for this position?)  Yes  No  
If yes, what language(s) do you speak? \_\_\_\_\_ How fluently?  Fair  Good  Excellent

**REFERENCES**

List three personal references who are not relatives or former supervisors.

Name	Telephone	Occupation

**EMERGENCY CONTACT**

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED**

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the state of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, The Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any information concerning my previous employment, education or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
6. I understand that disclosure of Social Security Number (SSN) is optional. The agency to which I am applying may use the SSN for administrative tracking purposes and for identification of individuals. This is in accordance with the Federal Law U.S.C. 552a Section 7(b).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Today's Date: \_\_\_\_\_