



APPLICATION FOR EMPLOYMENT

851 East Northeast Loop 323
Tyler, Texas 75708

Leon's Signs, Inc. is an Equal Opportunity Employer and drug-free workplace. All openings will be filled based on qualifications without regard to race, color, creed, religion, sex, sexual orientation, age, national origin, marital status, disability, status as a disabled veteran or veteran of the Vietnam Era, or any other legally protected classification.

PLEASE READ CAREFULLY BEFORE COMPLETING THIS EMPLOYMENT APPLICATION

NOTE: Consideration for employment is based on information set forth on this application. You may attach a resume to this application in lieu of completing the educational, professional or work history fields. You must apply for at least one currently available position. You may apply for up to three (3) currently available positions on this application. Your application will be considered only for the position(s) for which you apply. This application will only be considered through the date the position(s) for which you applied are filled.

The certification included with this application applies to information provided on this application and information on any attached resume. Failure to provide requested information may adversely affect your candidacy for employment. Please read the certification carefully and sign before submitting the application.

PERSONAL DATA:

NAME	(first)	(middle)	(last)
Street Address		Position(s) Applied for:	
City		State	Zip Code
Telephone:	Business Phone:	Cell Phone:	
E-mail Address:			

Are you legally eligible to work in the United States on a full-time basis? (If you are hired, you will be required to present document(s) that establish identity and employment eligibility) Yes No	
Are you at least 18 years of age? Yes No Note: Must be 21 to be assigned as a driver.	Are you willing to work weekends and be on-call when needed? Yes No
Date available for employment:	Annual Salary or Hourly wage desired:
Have you used a different name than the one provided above in the last seven (7) years? Yes No If yes, please list all names:	Do you have any family member(s) working for the company? Yes No If yes, please list:

NOTE TO ALL APPLICANTS:

You are not required to disclose information concerning convictions that have been annulled, expunged, impounded, sealed, pardoned, or statutorily eradicated. The fact that you have been convicted of a crime will not constitute an automatic bar to employment. Please respond to these inquiries completely and accurately.

Have you ever been convicted of a felony during the past 7 years?

Yes

No

If “yes”, please provide the date(s) and geographical location(s) of the conviction(s), the nature of the offense(s), and the type of rehabilitation received, if applicable:

(Please complete the section below and indicate the highest level of education)

School(s) Type:	Name /Address	Grade Pt. Avg.	Diploma/Degree Yes / No
High School/GED Equiv.			Yes No
University/College:			Yes No
Business, Trade, or Graduate School:			Yes No
Other:			Yes No

Specialized training or skills (such as computer training, literacy, certifications or special licenses):

Employment History:

Have you made a previous application to Leon's Signs, Inc.? Yes No I If yes, when? _____

Have you previously worked for Leon's Signs, Inc.? Yes No If yes, when? _____

Present and previous employment (show most recent employment first) including military service (branch, final rank, special training).

May we contact your present employer? Yes No

CDL APPLICANTS MUST BE AT LEAST 21 AND PROVIDE LAST 10 YEARS OF EMPLOYMENT

Please attach additional sheet if necessary

	Company	City and State	Supervisor	Phone
From Mo ____ Yr ____ To Mo ____ Yr ____	Title of position held, equipment/software used and major duties:			
	Reason for leaving:			

Company

City and State

Supervisor

Phone

From:

Mo ____ Yr ____

To:

Mo ____ Yr ____

Title of position held, equipment/software used and major duties:

Reason for leaving:

Company

City and State

Supervisor

Phone

From:

Mo ____ Yr ____

To:

Mo ____ Yr ____

Title of position held, equipment/software used and major duties:

Reason for leaving:

PROFESSIONAL REFERENCES: Identify three personal or professional references not related to you.

Name & Relationship:	Title:	Address:	Telephone:

****Please attach resume/letters of reference and/or provide additional experience information.**

**APPLICANTS WITH COMMERCIAL DRIVERS LICENSE MUST
COMPLETE THE FOLLOWING**

Provide the addresses of where you have resided for the last 3 years:

Dates	Street Address	City	State	Zip

CDL and Permits:

Type of License/Permit	Issuing State	Number	Expiration Date

Check all that apply and list length of experience:

Buses	Yrs:	Months:	Semitrailers	Yrs:	Months:
Trucks	Yrs:	Months:	Full Trailers	Yrs:	Months:
Truck Tractors	Yrs:	Months:	Pole Trailers	Yrs:	Months:

List ALL motor vehicle accidents you were involved in during the last 3 years:

Specify date of incident, nature of incident, and any fatalities or personal injuries caused:

List ALL motor vehicle violations (other than parking) received:

License suspension:

List IN DETAIL the facts and circumstances of any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued. **If none, please state that no such denial, revocation, or suspension has occurred:**

Certification:

I certify that all answers on this application, and all of the information provided on any attached resume, are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and any information provided on an attached resume and give Leon's Signs, Inc. permission to contact schools, previous employers, references, credit reporting services and others, and release Leon's Signs, Inc. from any liability as a result of such contact. I understand that false or misleading information in, or omission from, this application and/or the attached resume is grounds for immediate withdrawal of an offer of employment and/or immediate discharge from Leon's Signs, Inc. upon discovery of such false or misleading information.

I am aware that Leon's Signs, Inc. requires a background check of my education, work, credit (if applicable), driving record, safety record and criminal history. I understand that additional background checks may be required. I agree to execute the appropriate release documents to permit the completion of any requisite background check.

I understand that Leon's Signs, Inc. requires a post-offer, pre-placement screening for drug or alcohol use and that the Company has a Substance Abuse Policy which includes random drug testing for some or all positions.

I further understand that if I decline to sign this certification or decline to take the screening for drug and alcohol use, or to execute the requisite release forms to allow a background check, the offer of employment will be withdrawn.

I understand and agree that, if hired, I will be required to provide documentation in accordance with the Immigration and Nationality Act, demonstrating that I am entitled to work in the United States as an employee of the Company.

I understand that Leon's Signs, Inc. maintains an employment-at-will policy, which means that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself.

I understand that neither completion of this application, nor subsequent employment of me by Leon's Signs, Inc. shall constitute an agreement or contract of employment between me and Leon's Signs, Inc.

This application was completed by me. I have read all of the above statements, or have had them read to me, and I understand them fully as indicated with my signature below.

Applicant's Signature _____ Date _____