



**AN EQUAL OPPORTUNITY EMPLOYER**

# **Application for Employment**

**Signature Worldwide**  
**PO Box 3128**  
**Dublin, Ohio 43016**

**Tel: (614) 766-5101**  
**Fax: (614) 766-9419**  
**Confidential Fax: (614) 734-0188**

**Web: [www.signatureworldwide.com](http://www.signatureworldwide.com)**  
**E-mail: [humanresources@signatureworldwide.com](mailto:humanresources@signatureworldwide.com)**

**Signature, Inc. does not discriminate in hiring or employment on the basis of race, color, sex, religion, disability, national origin, citizenship, veteran status, sexual orientation or on the basis of age with respect to persons 18 years or older, or any other unlawful basis. No question on this application is intended to secure information to be used for such discrimination. Any applicant may request any reasonable accommodation to participate in the application process.**

**Signature, Inc. intends to verify and hold you responsible for the accuracy of the statements you make on this application. Proof of identity and work authorization will be required upon employment in accordance with federal regulations.**

Please complete all sections in ink (or type) and indicate "not applicable" where needed. We appreciate your interest in Signature, Inc. as a potential employer.

#### **PERSONAL INFORMATION**

Last Name	First Name	Middle Initial	Date of Application	
Present Address		Apt. #	City	State Zip
Permanent Address [Leave blank if same as above]		Apt. #	City	State Zip
Drivers License Number (or State Identification Number)		State	Social Security Number	
Home Telephone Number	Mobile Telephone Number			
E-mail Address	Are you 18 years or older?			
WORK AUTHORIZATION STATUS – If hired, can you present evidence of U.S. Citizenship or your legal right to live and work in this country?				

#### **GENERAL INFORMATION**

Position applied for:	Range of compensation desired:
Are you employed now?	If so, may we contact your present employer?
Have you ever worked for Signature, Inc. before?	When/Where?
Full or Part-Time?	Shift Preference:
How did you learn about this position?	Please name specific source below:

**EMPLOYMENT HISTORY****Start with most recent employment. (If information not contained on resume, please complete.)**

<b>Period of Employment (month/year)</b>  From:  To:	<b>Name and Address of Company</b>	<b>Positions Held or Duties Performed</b>	
		Supervisor:	
May we contact this supervisor?		Telephone:	
Reason for Leaving:			
<b>Period of Employment (month/year)</b>  From:  To:	<b>Name and Address of Company</b>	<b>Positions Held or Duties Performed</b>	
		Supervisor:	
May we contact this supervisor?		Telephone:	
Reason for Leaving:			
<b>Period of Employment (month/year)</b>  From:  To:	<b>Name and Address of Company</b>	<b>Positions Held or Duties Performed</b>	
		Supervisor:	
May we contact this supervisor?		Telephone:	
Reason for Leaving:			
<b>Period of Employment (month/year)</b>  From:  To:	<b>Name and Address of Company</b>	<b>Positions Held or Duties Performed</b>	
		Supervisor:	
May we contact this supervisor?		Telephone:	
Reason for Leaving:			

**PROFESSIONAL REFERENCES**

List work-related references

• Supervisors (preferred)

• Peers

• Subordinates

Name	Work Relationship	Telephone	Address

**EDUCATION** (If information not contained on resume, please complete.)

Type of School	Name/Location of School	Degree/Major	Did you Graduate?
High School			
College or University			
College or University			
Graduate School			
Other (Specify)			

**MILITARY SERVICE**

Have you ever served in any branch of the U.S. Armed Forces?

Type of Discharge:

Branch of Service:

Dates of Service:

Duties in the service, including schools and training:

**ACKNOWLEDGEMENT**

The information in this application, my resume, and/or any supplemental information form is accurate, current, and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination of employment. I authorize Signature, Inc. and/or its agents to investigate my background, employment history and credentials, and to obtain any relevant information needed to make an employment decision. I agree to cooperate and assist in any such investigation, and I release Signature, Inc. and those supplying information to Signature, Inc. from liability with regard to use or disclosure of the information supplied.

I also understand and agree that:

- 1) Business needs may require as a condition of continued employment that I travel and/or work different shifts, positions or overtime.
- 2) If hired, I will sign presented agreements regarding confidential developments and proprietary information concerning the protection of such confidential and proprietary information and the ownership and assignment of ideas, inventions, and other intellectual property while employed at Signature, Inc. Copies of these documents are available for my inspection at any time during normal business hours.
- 3) Any employment is not for a fixed period of time and is terminable at the will of either Signature, Inc. or me, which means that either I or Signature, Inc. can terminate employment at any time with or without cause. No contrary representation or promises have been made to me and no such promise or representation shall be binding unless in writing and signed by an officer of Signature, Inc.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS ACKNOWLEDGEMENT MUST BE SIGNED FOR THE APPLICATION TO BE COMPLETE