



EMPLOYMENT APPLICATION

Date: _____

As an employer, we appreciate your interest in joining our team and taking the time to complete this application. It is important that all questions be answered completely and accurately. If there is insufficient space to complete your answer, please continue on a separate piece of paper. We are an Equal Opportunity Employer and we comply with applicable federal, state and local laws, regulations and ordinances which prohibit discrimination against qualified applicants and employees. We prohibit any form of workplace harassment. Please print or write neatly. Thank you!

PERSONAL INFORMATION

Full legal name _____

(Please use complete names rather than initials. Show any nicknames in parentheses.)

Current home address _____

Street Address, City, State, Zip

Phone (_____) _____ Email _____

Are you at least 18 years of age? yes no

Do you have any relatives or friends currently employed by Real Graphics? yes no.

If yes, please list them

What is your availability for work? part time full time

When you are available to begin work _____

If part time please indicate which hours and days of the week you are available

What languages (including English) do you speak, read or write proficiently?

Language	Speak	Read	Write
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you served in the United States Armed Services? yes no

If yes, please state branch and dates of service _____

How were you referred to us?

Advertisement Friend Relative Walk-in Agency Other _____

EDUCATION

High School Graduate / GED yes no Year complete: _____

College, trade, business or vocational school attended: _____

Are you currently enrolled in school? yes no

If so, what is your expected graduation date? _____

Academic honors, awards, or achievements you wish to share: _____

Do you have any professional or vocational licenses (real estate, plumbing, electrician, air conditioning, pest control applicator, etc.) or certifications? yes no.

If yes, please describe all licenses and certificates below.

Have you ever had a professional or vocational license or certification (if any) denied, revoked, or suspended? yes no. If yes, please explain:

Have you ever been debarred, excluded or suspended from participation in any program involving payment or reimbursement for services sponsored, conducted or funded by the Federal Government? yes no

PERSONAL REFERENCES

Please share some personal contacts that can share insight on your work ethic, character, and/or skills (Do not include relatives or previous employers)

Reference 1 Name: _____ Phone (_____) _____

Occupation _____ Years known _____

Explain connection and history:

Reference 2 Name: _____ Phone (_____) _____

Occupation _____ Years known _____

Explain connection and history:

Reference 3 Name: _____ Phone (_____) _____

Occupation _____ Years known _____

Explain connection and history:

EMPLOYMENT HISTORY

We routinely contact an applicant's current and previous employers for reference checks.

Are you currently employed? yes no.

May we contact your current employer at this time? yes no

If no, please explain: _____

(Permission to contact your current employer for a reference check may be required before hiring.)

Please provide below your most recent work history (full-time and part-time) for the preceding four employers or past 10 years, whichever is greater. Explain all gaps in employment during this period in the next section. Use additional sheets if necessary to provide complete information.

Current or last employer

Name _____ Phone (_____) _____

Address _____ Date From _____ To _____

Position and duties _____

Supervisor's name _____ Phone (_____) _____

Reason for leaving _____

Resigned with notice Quit without notice Asked to resign Terminated Laid off

Other (Be specific) _____

Greatest takeaway lesson or experience from this job :

Next previous employer

Name _____ Phone (_____) _____

Address _____ Date From _____ To _____

Position and duties _____

Supervisor's name _____ Phone (_____) _____

Reason for leaving _____

Resigned with notice Quit without notice Asked to resign Terminated Laid off

Other (Be specific) _____

Greatest takeaway lesson or experience from this job :

Next previous employer

Name _____ Phone (_____) _____
Address _____ Date From _____ To _____
Position and duties _____

Supervisor’s name _____ Phone (_____) _____
Reason for leaving _____

- Resigned with notice
- Quit without notice
- Asked to resign
- Terminated
- Laid off
- Other (Be specific) _____

Greatest takeaway lesson or experience from this job :

Next previous employer

Name _____ Phone (_____) _____
Address _____ Date From _____ To _____
Position and duties _____

Supervisor’s name _____ Phone (_____) _____
Reason for leaving _____

- Resigned with notice
- Quit without notice
- Asked to resign
- Terminated
- Laid off
- Other (Be specific) _____

Greatest takeaway lesson or experience from this job :

Please attach a copy of any employment recommendation letters which relate to the position for which you are applying.

Other employment history information

Please explain any/all periods of unemployment between the above jobs

Have you ever been terminated from employment or asked to resign by any employer other than those listed above? yes no. If yes, please provide employer(s), location, date and explanation:

DRIVING RECORD

Answer the following questions only if you are applying for a position which involves driving on the job. If non applicable, please skip this section.

Can you legally and safely drive a vehicle? yes no.

Do you have a valid, unexpired driver's license? yes no. If yes, please state your current

Driver's License number _____ Expiration date _____ Issuing state _____

Has your driver's license been revoked, suspended or denied during the past five years? yes no.

If yes, please explain: _____

List all traffic violations (other than parking tickets) for which you pled guilty, were convicted or pled no contest/nolo contendere during the past five years.

Year	Nature of violation	Location (city and state)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you currently have reliable transportation to and from work? yes no

ILLEGAL USE OF DRUGS AND MEDICAL EXAM/QUESTIONNAIRE

Real Graphics has a ZERO illegal drug tolerance policy for all employees. This workplace requires reliable attendance and dependable performance during work hours. You may be asked to submit to testing for the current illegal use of drugs before or after any offer of employment is made to you.

Do you engage in the use of illegal drugs (for example: marijuana, cocaine, heroin, crack, speed, LSD, etc.)? yes no

Are you willing to be tested for the current illegal use of drugs? yes no

CRIMINAL HISTORY INFORMATION

Have you ever been convicted of any violation of the law? yes no

If yes, please explain

All state and federal misdemeanor and felony convictions, and all military and foreign convictions must be disclosed.

Are there any criminal convictions pending against you at this time? yes no

If you are among the final candidates being considered for a position or if you receive a conditional offer of employment, you may be asked to complete a form with questions about any past criminal history, and the Employer may request your authorization to conduct a criminal background check on you. If you refuse to answer or falsely answer any of the criminal history questions, you will not be further considered for employment.

SPECIAL QUALIFICATIONS & SKILLS

Please list any personal information, skills, or abilities that may assist us in considering you for this position (including strengths, weaknesses, goals, etc.)

Please, briefly tell us about a time you set and accomplished a goal.

PERSONAL INTERESTS

Some of my personal interests, hobbies, or unique skills are:

What do you know about Real Graphics as a company and what we do here?

What areas of work or position at Real Graphics are you most interested in?

Please share what your dream job would be and how you would operate in it:

I consider myself: (select your top 5 traits that apply most true to you)

- | | |
|---|--|
| <input type="checkbox"/> Outgoing | <input type="checkbox"/> Hard Working |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Calm & Steady |
| <input type="checkbox"/> Task Oriented | <input type="checkbox"/> Impulsive |
| <input type="checkbox"/> Goal Driven | <input type="checkbox"/> Collaborator |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> List Maker |
| <input type="checkbox"/> Problem Solver | <input type="checkbox"/> Researcher |

Would you rather show up to an important meeting late and prepared or early and not ready?

THINKING PROCESS

In every role here at Real Graphics, attention to details, clear communication, and complex problem solving is needed to perform in excellence. Please respond to the following statements with your initial thoughts and honest opinions.

When faced with learning a new task I prefer to: (select the option that is most true)

- Read a manual or watch a video on the subject to get a better understanding
- Be shown how to do it and then let me take it from there
- Let me experiment and figure it out on my own

When a disagreement arises about a work problem amongst team members I prefer to:
(select the option that is most true)

- Talk amongst the team to hear all the ideas and discuss to find the best solution
- Take the problem on solo to get it resolved and taken care of
- Let someone else take care of the problem while you move on to the next task
- Let a supervisor know of the issue so they can step in and find the solution

When problem solving my first response is: (select the option that is most true)

- Try the first idea that pops in my head
- Step back to assess the situation and make the next move from there
- Gather others on the team that may have good insights to the problem
- Inform a supervisor of the problem so they can give the correct solution

CERTIFICATION AND AUTHORIZATION BY EMPLOYMENT APPLICANT

Employer's Name : Real Graphics LLC

Date: _____

Applicant's Full Name _____

(Please use complete names rather than initials. Show any nicknames in parentheses.)

I certify that all information provided on this application and in any resumés and exhibits submitted to the Employer is true, correct, and complete. I have accounted for all of my work experience, training, and other information requested on this application. I have not withheld any fact or circumstance which is requested by this application.

I understand that any false, misleading, or incomplete information on this application or resumés and exhibits will result in rejection of my application or termination of my employment whenever discovered.

I understand that I may be asked to take job-related written tests and skill tests (if applicable) for the position for which I am applying. If I refuse to be tested, I understand that I will not be further considered for employment.

I understand that I may be required to produce my driver's license or other identification card to verify my identity.

If I am considered for employment, I authorize the Employer and agencies or companies of the Employer's choice to investigate or to make any inquiry about any information contained in this application, including, without limitation:

1. Obtain verification of any information provided by me in this employment application and in any supplemental questionnaire, exhibit, resumé, or biographical sheet submitted by me;
2. Obtain information regarding my work habits, skills, and conduct from my past and present employers, as well as listed or developed references or institutions;
3. Obtain information from all law enforcement and other governmental agencies, military authorities, and private companies concerning my conduct, including traffic and criminal violations;
4. Obtain information from educational institutions concerning my educational record, conduct, and skills.
5. Obtain records of my employment, including income history and other information reported by employer(s) to any state employment security agency (e.g., Texas Workforce Commission). Work history information may be used only for purposes of my prospective employment or for the employment purposes of promotion, reassignment or retention while I am an employee. Authority to obtain such work history information expires 365 days from the date of this application.

Applicant's Initials: _____

I further authorize all institutions, agencies, companies, or persons referred to above, to give the Employer and/or its agents all information requested. I release the Employer, its agents and all other parties from any claims, liabilities, and damages resulting from obtaining or furnishing such information. A copy of this authorization and release shall be as valid as the original.

I understand that before or after receiving any offer of employment, I may be asked to submit to testing for the current illegal use of drugs by a firm that is chosen and paid by the Employer. I understand that the reason for such testing is that the Employer endeavors to operate its business in a safe manner for all employees and customers. The results of such testing will be communicated to the Employer or its agents. If I refuse to be tested, or if I produce a positive test result for the current illegal use of drugs, I understand that any job offer will be withdrawn and that I will not be further considered for employment.

If I receive a conditional offer of employment, I understand that I may be asked to submit to a medical examination performed by a medical practitioner who is chosen and paid for by the Employer. I further understand that I may be asked to complete a medical questionnaire or answer medical inquiries proposed by the Employer. The results of such examinations and/or questions will be communicated to the Employer or its agents.

If I am among the final candidates for a position or if I receive a conditional offer of employment, I understand that I may be asked to complete a form with questions about my past criminal history and that the Employer may request my authorization to conduct a criminal background check on me. If I refuse to answer or falsely answer any of the criminal history questions, I understand I will not be further considered for employment. I also understand that any past criminal history could possibly disqualify me for employment.

I understand that I will be provided a separate notice and authorization form to sign if the Employer elects to obtain consumer reports, including but not limited to criminal, income, credit or work history reports, for employment purposes under the federal Fair Credit Reporting Act.

If I am employed, I understand that I will be asked to sign a federal I-9 form and to provide documents verifying my identity and right to work in the U.S.A.

If employed, I acknowledge that I must comply with my Employer's rules, procedures, and policies as modified from time to time, including any drug-free workplace policies. I understand that the job for which I am applying requires reliable attendance and dependable performance during the contemplated working hours. I further understand that if employed, I may be required to work various shifts and schedules as directed by my supervisor. I understand that any employment is subject to change in wages, conditions, benefits, and operating policies. I understand that any employment will be for an indefinite period of time and can be terminated at any time by the Employer or myself, without notice and without cause.

I understand that any information shared with the applicant during the interview process or employment at Real Graphics LLC is confidential. All suppliers, processes, policies and procedures cannot be shared in any way. I understand I am subject to a Non-Disclosure Agreement and/or a Non-Compete Agreement covering my interview process and potential employment.

I understand that this application does not constitute an offer of employment or an employment contract.

Applicant's Signature

Applicant's Printed Name

Street Address

City/State/Zip Code

————— Please also attach or include your complete resume. —————