

APPLICATION COVER LETTER

Thank you for your interest in Superior Exhibits & Design, Inc.

Please provide an email address and/or a telephone number that you can be reached at during normal business hours in order to process your application. In the event that the Standard Application for Employment is not filled out completely, you will be contacted by the Human Resources Administrator to provide all missing information. Please note that your application will not be processed until all information has been provided.

The information you provide on the Standard Application for Employment is confidential and should be submitted to Human Resources.

APPLICANT'S NAME

DATE

EMAIL ADDRESS

DAYTIME TELEPHONE NUMBER

If the Employment Application is sent by mail, please return to:

Human Resources
Superior Exhibits & Design, Inc.
777 Lunt Avenue
Elk Grove Village, IL 60007

STANDARD APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR _____ TODAY'S DATE _____

ARE YOU SEEKING FULL-TIME _____ PART TIME _____

WHEN COULD YOU START WORK _____

LAST NAME	FIRST NAME	MIDDLE INITIAL
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STREET ADDRESS	CITY	STATE	ZIP CODE
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SOCIAL SECURITY NUMBER	TELEPHONE NUMBER
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IF HIRED CAN YOU FURNISH PROOF THAT YOU ARE ELIGIBLE TO WORK IN THE UNITED STATES?

_____ _____
YES NO

HAVE YOU EVER APPLIED HERE BEFORE?

_____ _____
YES NO

HAVE YOU EVER BEEN EMPLOYED HERE?

_____ _____
YES NO

ARE YOU 21 YEARS OF AGE OR OLDER?

(IF HIRED YOU MAY BE REQUIRED TO SUBMIT PROOF OF AGE)

_____ _____
YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY LAW VIOLATION (OTHER THAN TRAFFIC VIOLATION)?

_____ _____
YES NO

IF YES, GIVE DETAILS: _____

(A YES ANSWER DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT, SINCE THE NATURE OF THE OFFENSE, DATE, AND JOB FOR WHICH YOU ARE APPLYING WILL ALSO BE CONSIDERED)

FOR DRIVING JOBS ONLY:

DO YOU HAVE A VALID DRIVER'S LICENSE?

_____ _____
YES NO

STATE OF ISSUANCE _____

DRIVER'S LICENSE NUMBER _____

CLASS OF LICENSE _____

HAVE YOU EVER HAD YOUR LICENSE SUSPENDED OR REVOKED IN THE LAST 3 YEARS?

_____ _____
YES NO

LIST NAMES AND ADDRESSES OF SCHOOLS:

HIGH SCHOOL (OR GED) _____ YEARS COMPLETED _____

COLLEGE OR UNIVERSITY _____ YEARS COMPLETED _____

VOCATIONAL OR TECHNICAL _____ YEARS COMPLETED _____

WHAT SKILLS OR ADDITIONAL TRAINING DO YOU HAVE THAT ARE RELATED TO THE JOB FOR WHICH YOU ARE APPLYING? _____

LIST NAMES OF EMPLOYERS IN CONSECUTIVE ORDER WITH THE PRESENT OR LAST EMPLOYER LISTED FIRST. ACCOUNT FOR ALL PERIODS OF TIME INCLUDING MILITARY SERVICE AND PERIODS OF UNEMPLOYMENT.

NAME OF EMPLOYER

JOB TITLE AND DUTIES

ADDRESS

DATE OF EMPLOYMENT

CITY, STATE, ZIP CODE

STARTING PAY FINAL PAY

SUPERVISOR PHONE #

REASON FOR LEAVING

NAME OF EMPLOYER

JOB TITLE AND DUTIES

ADDRESS

DATE OF EMPLOYMENT

CITY, STATE, ZIP CODE

STARTING PAY FINAL PAY

SUPERVISOR PHONE #

REASON FOR LEAVING

NAME OF EMPLOYER

JOB TITLE AND DUTIES

ADDRESS

DATE OF EMPLOYMENT

CITY, STATE, ZIP CODE

STARTING PAY FINAL PAY

SUPERVISOR PHONE #

REASON FOR LEAVING

HAVE YOU EVER WORKED UNDER ANY
OTHER NAME?

YES NO

IF YES, GIVE NAMES: _____

ARE YOU PRESENTLY EMPLOYED?

YES NO

IF YES, MAY WE CONTACT YOUR EMPLOYER?

YES NO

HAVE YOU EVER BEEN FIRED FROM A JOB OR
ASKED TO RESIGN?

YES NO

IF YES, PLEASE EXPLAIN: _____

GIVE THREE (3) REFERENCES, NOT RELATIVES OR FORMER EMPLOYERS:

NAME

ADDRESS

PHONE #

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR NATIONAL ORIGIN

I certify that the facts contained in the Standard Application for Employment are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on the Standard Application for Employment is sufficient cause for refusal to hire, or dismissal if I have been employed not matter when discovered by Superior Exhibits & Design, Inc.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and all other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, driving record and criminal history. I authorize any person, school, current, and former employer, and any other organization or agency to provide information relevant to such investigation, without giving me prior notice of such disclosure. In addition, I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand and agree that nothing contained in this Standard Application for Employment, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term and may be terminated at any time, with or without cause and prior notice, at the option of either Superior Exhibits & Design, Inc or myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Superior Exhibits & Design, Inc., unless made in writing.

If I am offered employment, I agree to submit a medical examination and drug test before my start date if requested by Superior Exhibits & Design, Inc. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Superior Exhibits & Design, Inc. and as permitted by law. I consent to such examinations and tests and I request that the examining doctor disclose to Superior Exhibits & Design, Inc the results of the examinations, which results shall remain confidential and segregated from my personnel file. I understand that continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test f requested by Superior Exhibits & Design, Inc. and if I am hired a condition of my employment will be that I abide by Superior Exhibits & Design, Inc.'s drug and alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate Superior Exhibits & Design, Inc. to hire me. I agree to abide by all Superior Exhibit & Design Inc. work rules, policies, and procedures. I acknowledge that Superior Exhibits & Design, Inc. retains the right to revise its policies or procedures in whole or in part.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

EMPLOYMENT REFERENCE RELEASE

I, _____, hereby authorize _____
PRINT APPLICANT'S NAME

to contact _____ for purposes of verifying my
previous employment _____

PRINT PREVIOUS EMPLOYER'S NAME
and obtaining a reference as to the quality of my work, reliability, and all
other matters requested by _____. My
previous employer is authorized to release this information to
_____ and I hereby waive any and all claims I
may have against the above-named previous employer and
_____ as relates to the Employment Reference.

APPLICANT'S SIGNATURE

DATE

PRINT APPLICANT'S NAME

