

Summary of Position:

The Sign & Graphics Installer is responsible for proper installation & design of signage projects according to work order specifications within the stated timeline. This person will also be responsible for specified sign order deliveries. Additionally, the Sign & Graphics Installer will assist with on-site signage inspection and sign measuring tasks. This employee will be responsible for maintaining a neat and organized work area while serving the company in a professional manner.

The job position involves, but is not limited to, production print work, in the field installations assisting installers as needed.

Qualifications & Skills:

Current driver's license with clean driver record required.

2+ years of sign installation experience (installing indoor and outdoor signs) is a plus but not a requirement.

Working knowledge of sign production in order to best determine install methods for various signs a plus but not required.

Comfortable with and ability to work with tall ladders\lifts and dig post holes when needed.

Comfortable with and ability to use simple hand tools such as drills, screwdrivers etc.

Experience in operating printing\cutting equipment a plus but not required.

Experience with Adobe suite, plus but not required.

Knowledge of sign industry substrates, media, products a plus.

Strong communication skills, both written and verbal.

Professional, upbeat, positive attitude.

Sharp attention to detail.

Keen multi-tasking abilities.

Ability to work independently and as an integral team member.

Ability to build and maintain professional relationships with diverse customer/prospect base.

Primary Responsibilities:

A. Customer Service - as necessary:

- Work with clients in a consultative manner to understand their needs and provide guidance for best solution.

- Promote Deep Blue Printing Inc. in a professional manner while on client site for installation, sign delivery and/or site inspection/ sign measuring tasks.

B. Operation and Maintenance of Equipment:

- Operate desktop and/or copier scanners as needed.

- Operate sign cutters, saws, drills and other sign building equipment as needed

- Maintain cleanliness and operation of sign building equipment to ensure efficiency in production

C. Quality

- Maintain superior quality on all individual work.

- Work with team members to ensure superior quality on all jobs produced.

D. End of Day Procedures:

- Keep work zone tidy and clutter free.

E. General:

- Participate in daily production meetings.

- Work with management to reschedule workloads as necessary to meet promised due dates.

- Maintain clean and organized work area.

- Abide by center policies/procedures as outlined.

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.

Deep Blue Printing Inc.
7281 Shrimp Rd.
Key West, FL 33040
(305) 916.8866

APPLICATION FOR EMPLOYMENT _____

PERSONAL INFORMATION

Date _____

Name _____
 Last **First** **Middle** **Maiden**

Present address _____
 Number **Street** **City** **State** **Zip**

Marital status: _____

Telephone (____) _____

e-mail _____

Emergency Contact(s) _____

EMPLOYMENT DESIRED

Position(s) applied for _____

Employment desired FULL-TIME ONLY PART-TIME ONLY

When are you available to start work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL & LOCATION	QUALIFICATION OBTAINED	MAJOR & SPECIALISATION	NUMBER OF YEARS COMPLETED
High School				
College/ university				
Professional or Graduate School				

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Do you have any computer experience? Yes No
Do you have experience with Adobe Suite or other design programs? Yes No
If yes to the question above, please list the programs you have worked with and submit examples of work. (see details below). _____

Pleas list all other computer skills. _____

Please submit any designs or artwork you have created that best demonstrates your strengths and digital art experience.

You may attach them directly to this application or email to info@deepblueprinting.com

Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you complete this application yourself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, who did? _____		

Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____		

Have you ever been employed with this company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when? _____		
Do you have any friends or relatives employed by this company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide their names and relationship to you. _____		

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

APPLICATION FORM WAIVER – PLEASE READ CAREFULLY

In exchange for the consideration of my job application by Deep Blue Printing Inc. (hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of _____, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and _____ may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for testing in the event of an accident; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature _____

Date _____

