

EMPLOYMENT APPLICATION FORM

Date: _____

Blu Dove Designs is a Gainesville-owned Graphic Design, Web Development and Advertising company serving clients throughout the nation and in a variety of industries.

We are a Christian owned and operated company that adheres to a high standard of morals, ethics and excellence. Our beliefs are not pushed onto others. However, they do govern how everyone we work with is treated and which projects/clients are suitable for the company to accept.

Candidates for employment must exhibit a strong work ethic with the ability to work independently as well as in a team environment. Must be able to apply learned knowledge to projects and assume responsibility for time management of the projects assigned. Candidates must demonstrate exceptional written and verbal communications skills; excellent organization and project management skills; teamwork/collaboration skills; familiarity with or eagerness to learn new technologies (e.g. web content management; training development tools); the ability to accept construction criticism; able to leap tall buildings in a single bound; ability to laugh, smile and have fun.

So we expect a lot of the people on our team. As such we know you expect a lot from us and will provide an encouraging, creative, fun place to work that fosters personal and artistic growth, exposure to a variety of projects and industries and bonuses for additional work brought to the team by your own personal efforts.

Please follow the directions below (incomplete application packets will be discarded):

Part A: Fill out the application form

Part B: Provide a Personal Statement on the second page and sign/date

Part C: Attach your portfolio in CD or DVD format (no emails)

Part D: Attach resume to the application

Part E: Send your completed application packet to:

(Packet should include application form, personal statement, portfolio and resume – incomplete or emailed packets will be discarded)

Blu Dove Designs
Attn: Internship
PO Box 1146
Archer, FL 32618

If accepted for any position a background check with work history will be required.

PART A: Application – complete in entirety

APPLICANT INFORMATION FOR BLU DOVE DESIGNS			
Last Name	First	M.I.	Date
Street Address		Social Security No.	
City	State	ZIP	
E-mail Address	Google Chat ID/ Skype ID/MSN ID		
Phone No.	Date Available	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

PART B: Personal Statement

(Explain in at least 75 -100 words why you would like an internship position with Blu Dove Designs – you may use an additional sheet and attach it if necessary)

Signature: _____ **Date:** _____