

SIGNATURE CONCEPTS



THANK YOU SO MUCH FOR YOUR INTEREST IN WORKING FOR SIGNATURE CONCEPTS. OUR OFFICE HAS RECEIVED YOUR TALENT APPLICATION AND INFORMATION. IF WE NEED ANY ADDITIONAL INFORMATION WE WILL LET YOU KNOW IN A FUTURE EMAIL.

AS A PREMIER PROMOTIONS COMPANY, CELEBRATING OUR 25TH YEAR, WE HOLD OUR PROMOTIONS SPECIALISTS TO A HIGH STANDARD. IN ORDER TO MOVE FORWARD IN THE PROCESS OF BEING A PART OF OUR TEAM, SIGNATURE HAS SEVERAL REQUIREMENTS.

PLEASE TO GO TO OUR WEBSITE, WWW.SIGNATURE-CONCEPTS.COM, AND UNDER THE **EMPLOYMENT TAB** YOU WILL SEE INFORMATION REGARDING THE TIPS ALCOHOL COURSE. EVERYONE WORKING FOR SIGNATURE IS REQUIRED TO COMPLETE THIS ONLINE CERTIFICATION WITHIN THE FIRST 30 DAYS OF EMPLOYMENT. THE COST FOR THIS IS \$40 AND IS NOT REIMBURSED BY SIGNATURE. THIS CERTIFICATION IS NOT ONLY GOOD FOR OUR COMPANY BUT IS A CERTIFICATION THAT CAN BE USED INDUSTRY WIDE YOU SHOULD USE YOUR PERSONAL NAME AND ADDRESS FOR YOUR CERTIFICATION AND SEND US A COPY OF THE CARD YOU RECEIVE IN THE MAIL.

ALSO, THERE IS INFORMATION ON OUR WEBSITE ABOUT OUR COMPANY AND MANY OF OUR POLICIES AND PROCEDURES. UNDER "STAFF FORMS" YOU WILL SEE A SECTION REGARDING WINE TASTING PROCEDURES FOR SETUP AND DEMONSTRATING. ALSO, UNDER "EMPLOYMENT" THERE IS GENERAL INFORMATION TO READ OVER, ALONG WITH THE FORMS THAT WILL NEED TO BE FILLED OUT PRIOR TO ANY PAYMENTS BEING MADE FOR PROMOTIONS.

WE UNDERSTAND THAT DOING PROMOTIONS MAY NOT BE YOUR FULL-TIME, PRIMARY JOB, HOWEVER WE DO EXPECT A COMMITMENT FROM OUR EMPLOYEES TO DO ALL THEY CAN TO HOLD SIGNATURE CONCEPTS AT A HIGH STANDARD IN THE PUBLIC AND PROFESSIONAL ARENA.

THANK YOU AND WE LOOK FORWARD TO WORKING WITH YOU.

THE HUMAN RESOURCES DEPARTMENT