

Application for Employment

TODAY'S DATE: / /

Personal Information

NAME (LAST NAME FIRST)				
PRESENT ADDRESS	APT. NO	CITY	STATE	ZIP
PERMANENT ADDRESS	APT. NO	CITY	STATE	ZIP
ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYTIME PHONE		EVENING PHONE	
LEGALLY ELIGIBLE FOR EMPLOYMENT IN U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	NC DRIVER'S LICENSE # (if position includes driving a company vehicle)			

Desired Employment

POSITION APPLIED FOR	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO OUR COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHEN?	
EVER EMPLOYED BY THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHEN?	SUPERVISOR'S NAME:
WHO REFERRED YOU TO OUR COMPANY?		

Education

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	# YRS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE	-----	-----	-----	-----
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

SPECIAL TRAINING
SPECIAL SKILLS

Adams & Hodge Engineering, PC is an Equal Opportunity Employer. All qualified applicants are considered without regard to race, religion, color, sex, national origin, age, physical handicap or veteran status.

Former Employers

In the spaces provided, give the names of your last four employers, beginning with your present or most recent employer.

NAME OF PRESENT OR MOST RECENT EMPLOYER			
ADDRESS		CITY	STATE ZIP
EMPLOYED FROM	STARTING POSITION	FINAL POSITION:	
STARTING SALARY	FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF DUTIES AND RESPONSIBILITIES			
REASON FOR LEAVING			

NAME OF EMPLOYER			
ADDRESS		CITY	STATE ZIP
EMPLOYED FROM	STARTING POSITION	FINAL POSITION:	
STARTING SALARY	ENDING SALARY		
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF DUTIES AND RESPONSIBILITIES			
REASON FOR LEAVING			

NAME OF EMPLOYER			
ADDRESS		CITY	STATE ZIP
EMPLOYED FROM	STARTING POSITION	FINAL POSITION:	
STARTING SALARY	ENDING SALARY		
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF DUTIES AND RESPONSIBILITIES			

Personal References

Below, give the names and phone #s of two persons not related to you, whom you have known at least two years.

Name and Address	Phone number	Business	Yrs. Acquainted
1			
2			

Professional References

Below, give the names and phone #s of people you have worked with.

Name and Company	Phone Number	Working Relationship
1		
2		
3		

Military Experience

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? YES NO

DESCRIBE ANY MILITARY TRAINING YOU RECEIVED WHICH MAY BE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

Criminal Record

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS? YES NO

IF YES, EXPLAIN BELOW (A CRIMINAL RECORD WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)

LIST THE NAMES OF ANY RELATIVES CURRENTLY EMPLOYED BY OUR COMPANY.

Applicant Authorization

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT, IF EMPLOYED, ANY FALSIFIED STATEMENTS ON THE APPLICATION SHALL BE GROUNDS FOR DISMISSAL."

"I AUTHORIZE ADAMS & HODGE ENGINEERING, PC TO INVESTIGATE ALL STATEMENTS CONTAINED HEREIN, AND ANY PERSONS OR CORPORATIONS WHO PROVIDE INFORMATION RELATED TO MY PREVIOUS EMPLOYMENT WILL BE RELEASED FROM ANY LIABILITY OR DAMAGE RESULTING FROM THE USE OF THIS INFORMATION. I FURTHER AUTHORIZE STARQUEST INTERNATIONAL, AT ITS SOLE DISCRETION, TO ENGAGE AN INVESTIGATIVE CONSUMER REPORTING AGENCY TO REPORT ON MY PERSONAL HISTORY."

"I UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF ADAMS & HODGE ENGINEERING, PC HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED REPRESENTATIVE."

"I FURTHER UNDERSTAND THAT ADAMS & HODGE ENGINEERING, PC IS AN "AT WILL" EMPLOYER, AND THEREFORE NOTHING IN THIS APPLICATION MAY BE CONSTRUED AS A CONTRACT FOR EMPLOYMENT."

DATE

APPLICANT SIGNATURE