

**For Human Resources Department Use Only**

Position: \_\_\_\_\_  
Date Applied: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Start Date: \_\_\_\_\_



**Environ-Civil Engineering, Ltd**  
*Engineers • Scientists • Construction Managers*

**EMPLOYMENT APPLICATION**

**Applicant Information**

*Environ-Civil Engineering, Ltd. (ECE) is an equal opportunity employer. It is our policy to comply with all applicable local, state, and federal laws that require employment opportunity and that prohibit discrimination in employment based on race, age, color, sex, pregnancy, religion, national origin, disability, sexual orientation, ethnicity, or other legally protected classification.*

**Falsification or the omission of any material information requested will be grounds for refusal to hire or for termination if the falsity or omission is discovered after the applicant is hired. All information requested on the application is material to the hiring determination. ANY APPLICATIONS WHICH ARE NOT SIGNED AND DATED WILL NOT BE ACCEPTED.**

**PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

<b>Name</b> _____		<b>Date:</b> _____	
LAST	FIRST	M.I.	MONTH DAY YEAR
<b>Address</b> _____			
NO.	STREET	CITY	STATE ZIP CODE
<b>Phone</b> _____		<b>E-mail</b> _____	
CELL PHONE	ALTERNATIVE PHONE NO.		
<b>DOB</b> _____		<b>Social Security No.</b> _____	
MONTH	DAY	YEAR	
<b>Position Applied for</b> _____		<b>Desired Salary</b> _____	
		<b>Date Available</b> _____	
		MONTH DAY YEAR	
<b>How did you hear about this company/position?</b>		<input type="checkbox"/> Internet/Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other	
<b>Are you applying for</b>		<input type="checkbox"/> Temporary <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Regular Full-Time Work	
<b>Are you a citizen of the United States?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If no, are you authorized to work in the U.S.?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Authorization No.</b>	
<small>(YOU WILL BE REQUIRED UPON EMPLOYMENT TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES.)</small>			
<b>If hired, are you willing to submit to and pass a controlled substance test?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Have you ever worked for this company before?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, when?</b>			
<b>Have you ever applied to this company before?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, when?</b>			
<b>Are you willing to work on weekends, if required?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you willing to travel, if required?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you willing to work night shifts, if required?  Yes  No

Do you have any friends, relatives, or acquaintances working for this company?  Yes  No  
If yes, state name and relationship?

Have you ever been convicted of a crime? \*  Yes  No *\*Conviction will not automatically disqualify an applicant*

If yes, state the no of conviction(s), explain the nature of the crime(s) leading to conviction(s), when and where convicted, disposition of the case and type(s) of rehabilitation:

Do you have a Driver's License  Yes  No **Driver's License No.**  
**License Type**  Operator  Commercial (CDL)

If No, What is your means of transportation to work? \_\_\_\_\_

Have you had any accidents during the past three years?  Yes  No **If yes, how many?** \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No **If yes, how many?** \_\_\_\_\_

**Education History**

**High School**

**Address**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Did you graduate?**  Yes  No

---

**Undergraduate College**

**Address**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Did you graduate?**  Yes  No **Degree:** \_\_\_\_\_

---

**Graduate College**

**Address**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Did you graduate?**  Yes  No **Degree:** \_\_\_\_\_

---

**Graduate College**

**Address**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Did you graduate?**  Yes  No **Degree:** \_\_\_\_\_

**Professional Registration/Certification**

License (s), Certification(s)	Issuing State/Organization and Year Granted	Certificate Number

Please attach a copy of each individual license or certification. If you need additional space, please attach.

**Technical/Professional Association Memberships**

Computer software skills: (AutoCAD, Modeling, etc.)

**Military Service**

Have you ever been in the armed forces?  Yes  No

Are you a member of the national guard?  Yes  No

If yes, complete the table below:

Last Rank/Grade and Branch	Occupational Specialization	Special Training or Skills

Date of Entry \_\_\_\_\_ Date of Discharge \_\_\_\_\_

If other than honorable discharge, explain:

**Previous Employment History**

Beginning with current/most recent employer, list all other previous employers in reverse chronological order below. Please explain in writing the reason for any gaps between dates of employment. Failure to provide complete and accurate information will be grounds for rejecting your application or for termination if you are hired and conflicting information is obtained. Additional references are requested on the last page of this application.

Employer \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Phone Number \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Were you involuntarily terminated from this position?  Yes  No

Have you received any disciplinary action or warnings from this employer?  Yes  No

If yes, explain the nature of the action of warning: \_\_\_\_\_

Employer \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Phone Number \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

<b>Reason(s) for Leaving</b>
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you involuntarily terminated from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received any disciplinary action or warnings from this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain the nature of the action of warning:

<b>Employer</b>	<b>Direct Supervisor</b>	
<b>Address</b>		
<b>From</b>	<b>To</b>	<b>Phone Number</b>
MONTH DAY YEAR	MONTH DAY YEAR	
<b>Job Title:</b>	<b>Starting Salary:</b>	<b>Ending Salary:</b>
<b>Duties Performed:</b>		
<b>Reason(s) for Leaving</b>		
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were you involuntarily terminated from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you received any disciplinary action or warnings from this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Employer</b>	<b>Direct Supervisor</b>	
<b>Address</b>		
<b>From</b>	<b>To</b>	<b>Phone Number</b>
MONTH DAY YEAR	MONTH DAY YEAR	
<b>Job Title:</b>	<b>Starting Salary:</b>	<b>Ending Salary:</b>
<b>Duties Performed:</b>		
<b>Reason(s) for Leaving</b>		
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were you involuntarily terminated from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you received any disciplinary action or warnings from this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

*If there is more relevant work history, please attach a separate sheet with above questions answered.*

**Please answer the following if you are applying for a Construction Inspector and/or Field Engineer Position.**

**I have experience performing the following (mark appropriately):**

<input type="checkbox"/> Pipeline	<input type="checkbox"/> Water Treatment Plant	<input type="checkbox"/> Wastewater Treatment Plant
<input type="checkbox"/> Concrete	<input type="checkbox"/> Structures	<input type="checkbox"/> Mechanical
<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Quality Assurance
<input type="checkbox"/> Quality Control	<input type="checkbox"/> Pump Station	<input type="checkbox"/> Stormwater
<input type="checkbox"/> Erosion and Sediment Control	<input type="checkbox"/> Welding	<input type="checkbox"/> Coating
<input type="checkbox"/> Painting	<input type="checkbox"/> Site Grading	<input type="checkbox"/> Storage Tanks

Please provide additional information that may be relevant to the position (if necessary)


Describe why you believe that your experience, training, and education have prepared you for the position in which you are applying for: (If you need additional space, please attach.)


Is There Any Illness or Physical Reasons that May Limit You in Performing the Work Applied For

Yes    No   **If yes, please explain:**


**References**

*Please list three professional references.*

Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	

**Authorization of Applicant's Certification for Release**

**PLEASE READ BEFORE SIGNING** I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I authorize Environ-Civil Engineering, Ltd. to make an investigation of any of the facts set forth or requested by, this application, including but not limited to contacting my present and former employers (unless otherwise indicated) regarding my employment history, salary, positions held, dates of employment, and reasons for my termination or separation from employment. I hereby consent to the release of my entire personnel file by my current and former employers, whom I release from any liability arising from their release of information, my personnel files, or information contained therein.

**Signature**

**Date**

**Applicant Printed Name**

**Disclaimer and Signature**

*I certify that the facts and information set forth in my accompanying Application for Employment and any attachments incorporated by reference, diplomas, etc, are true and complete to the best of my knowledge. I further acknowledge that my failure to provide true and complete information, including information identifying and relating to all of my current and former employers may result in the rejection of my application or my termination if the incomplete information is discovered or conflicting information is obtained after I am hired. I understand that if I am offered employment, false or incomplete statements will result in the withdrawal of any offers or will result in termination.*

*I understand and hereby represent that no one on behalf of Environ-Civil Engineering, Ltd. has made any offer or representation to me regarding employment or an offer of employment, and that in submitting my accompanying Application for Employment, I have not relied on any representations which are different than the representations I have made in this certification. I understand that no supervisor, manager, or officer of ECE has any authority to enter into any agreement, which is contrary to the foregoing, except in writing signed by the President and me.*

**Signature**

**Date**

**Administrative Use Only**

**Date**