

EMPLOYMENT APPLICATION FORM

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**



PLEASE COMPLETE PAGES 1-5.

DATE _____

Name _____

Last

First

Middle

Maiden

Present address _____

Number

Street

City

State

Zip

Primary Telephone (____) _____

Social Security No. _____ - _____ - _____

Other (____) _____

Referred By _____

Position applied for _____

Ever applied to this company before? YES NO If Yes, When? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY

Are you currently employed? YES NO If Yes, Where? _____

When available for work? _____

SCHOOL	NAME OF SCHOOL/ YEARS COMPLETED	MAJOR & DEGREE
High School		
College		
Graduate School		
Bus. Or Trade School		

Please list two professional or personal references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

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Address _____

Address _____

Telephone (____) _____

Telephone (____) _____

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 Code Phone Number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	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 Code Phone Number	Name of last supervisor	Employment dates	Pay or salary
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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? YES NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? YES NO

Specialty _____ Date Entered _____ Discharge Date _____

DRIVING RECORD

DO YOU HAVE A DRIVER'S LICENSE? YES NO

Driver's license number _____ State of issue _____ Operator Commercial (CDL)

Expiration date _____

Have you had any accidents during the past three years? YES NO How many? _____

Have you had any moving violations during the past three years? YES NO How many? _____

DRIVERS RECORD CHECK REQUIRED AS A CONDITION OF HIRE (ATTACH PDF OF DRIVER CONSENT FORM)

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CRIMINAL HISTORY

1. HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES 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.

2. HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES 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.

CRIMINAL BACKGROUND CHECK REQUIRED AS A CONDITION OF HIRE

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Navitus Engineering, 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 the Company Employee Manual, 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 the Company, 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 the Company 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 understand that (1) the Company has a drug and alcohol policy that provides for testing; (2) consent to such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job related physical examinations.

I understand that, (1) the Company has a criminal background check policy that provides for the Company to conduct a criminal background check for preemployment review, as well as review after employment; (2) consent to, and compliance with such policy is a condition of hire and employment.

Signature of applicant: _____ **Date:** _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.