



APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

Position(s) sought: _____ Date of application: _____

How did you learn about us?

Advertisement Friend/Relative Employment Agency Other _____

PERSONAL INFORMATION:

Last name:		First name:		Middle name:	
Street address:		City:		State: Zip code:	
Phone number:			E-mail address:		

If you are under 18 years of age, can you provide require proof of eligibility to work?..... Yes No

Have you ever filed an application with us before? (If yes, write date) Yes No

Have you ever been employed with us before? (If yes, write date) Yes No

Do any of your friends or relatives, other than a spouse work here?..... Yes No

If yes, state name and relationship _____

Are you currently employed?..... Yes No

Are you prevented from lawfully becoming in this country due to Visa or Immigration Status?..... Yes No

Are you currently on "layoff" status and subject to a recall? Yes No

Can you perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?..... Yes No

EDUCATION:

School type:	School name:	Course of study:	Years completed:	Diploma / Degree:
High School				
Undergraduate College				
Graduate / Professional				
Other (specify)				

EMPLOYMENT EXPERIENCE:

Please start with your most recent or last job. You may include job-related military service assignments or volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates employed:	Work performed:
Location:		
Job title(s):	Supervisor:	
Reason for leaving:		

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Please state any additional information you feel may be helpful to us in considering your application.

REFERENCES:

Name:	Contact (phone or email):	Occupation:

Please state any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT:

I certify that all answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Engineers Construction, Inc. is of an "at will" nature. This means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Engineers Construction, Inc.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Employer.

Signature of applicant

Date



PRE-EMPLOYMENT PHYSICAL EXAM:

Engineers Construction, Inc. and the State of Vermont require a pre-employment physical exam as a condition of employment.

If you accept an offer of employment, you will be required to report to our Health Care Provider for a physical exam prior to reporting for your first day of work.

Failure to agree to this requirement will result in the termination of our offer of employment.

You are required to work at least one (1) month of full-time employment or be subject to reimburse Engineers Construction, Inc. for the full cost of the physical exam.

Every effort will be made to make scheduling convenient for you.

I, the undersigned, having read this policy statement, agree to the terms stated above.

Signature of applicant _____
Date

DRIVING HISTORY AND LICENSURE:

I _____ hereby consent Engineers Construction, Inc. (ECI) to obtain copies of my motor vehicle records (MVR) including but not limited to; records of conviction, suspension, revocation of license, and accident reports from various state departments of motor vehicles. I understand that ECI shall use such driving records in determining whether to initiate or continue my employment. This consent shall continue throughout the period during which I am an applicant for employment, and throughout any employment with ECI.

Signature of applicant _____ _____
Date of birth Today's date

Do you have a valid driver's license?

Yes No

State: _____ Number: _____

Do you have a valid commercial driver's license?

Yes No

State: _____ Number: _____



EEO SELF-IDENTIFICATION:

Position(s) sought: _____

Date: _____

Name: _____

Signature: _____

Engineers Construction, Inc. and its affiliated companies are equal opportunity / affirmative action employers. Relevant laws and regulations require us to compile annual statistical reports on applicants and employees. In order to comply with these federal requirement, we are requesting your cooperation in completing this form.

The information on this form is being requested and will be used solely for equal employment opportunity / affirmative action record-keeping and reporting purposes. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested. If you do complete this form, the information will be processed and maintained separately from your employment application form and, if you are hired, your personnel file. Submission of this form by you is voluntary. Definitions for some terms below are listed on the following page.

Gender identification:

Male Female

Race and ethnicity identification:

- White
- Black or African American
- Hispanic or Latino
- Native Hawaiin or other Pacific Islander
- Asian
- American Indian or Alaska Native
- Two or more races

Veteran status:

Are you a Veteran?

Yes No Discharge date: _____

Are you retired from the military?

Yes No Retirement date: _____

Are you a disabled Veteran?

Yes No

Are you a Veteran of the Vietnam era?

Yes No

Are you an Other protected Veteran?

Yes No

Are you a recently separated Veteran?

Yes No

Do you qualify for Veteran's Preference?

(If yes, please explain)

Yes No

DEFINITIONS:

<p>Disabled Veteran means:</p> <ol style="list-style-type: none">1. A Veteran of the U.S. military, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability<ol style="list-style-type: none">(A) Rated at 30 percent or more, or(B) Rated at 10 or 20 percent in the case of a Veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap2. A person who was discharged or released from active duty because of a service-connected disability.
<p>Veteran of the Vietnam era means: A person who:</p> <ol style="list-style-type: none">1. Served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge, if any part of such active duty was performed:<ol style="list-style-type: none">(A) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or(B) Between August 5, 1964, and May 7, 1975, in all other cases.2. Was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed:<ol style="list-style-type: none">(A) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or(B) Between August 5, 1964, and May 7, 1975, in any other location.
<p>Other protected Veteran means: Veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the U.S. Department of Defense.</p>
<p>Recently separated Veteran means: Any Veteran during the three-year period beginning on the date of such Veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.</p>
<p>Armed Forces Service Medal Veteran means: Any Veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation to which an Armed Forces Service Medal was awarded pursuant to Executive Order 12985.</p>
<p>Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin.</p>
<p>White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>
<p>Black or African American: A person having origins in any of the black racial groups of Africa.</p>
<p>Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>
<p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p>
<p>American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p>