

Application For Employment

APPLIED ENGINEERING, INC.

2008 East Highway 50

Yankton, SD 57078

605-665-4425

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(Please Print)

Position(s) Applied For		Date of Application
How Did You First Learn About Us?		
Advertisement Employment Agency	Relative Friend	Inquiry Other _____
Last Name	First Name	Middle Name
Address		
Telephone Number(s)		

Best time to contact you at home is.....	_____	AM PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?.....	Yes	No
Have you ever filed an application with us before?.....	Yes	No
If yes, give date _____		
Have you ever been employed with us before?.....	Yes	No
If yes, give date _____		
Do any of your friends or relatives, other than spouse, work here?.....	Yes	No
Are you currently employed?.....	Yes	No
May we contact your present employer?.....	Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment....</i>	Yes	No
Date available for work _____	What is your desired salary range? _____	
Are you available to work: <small>(Click on all that apply)</small>	Full-Time	Shift(s): Day Night Weekend
	Part-Time	Shift(s): Morning Afternoon Night Weekend
	Temporary	Please indicate _____(start date) - _____(end date)
Are you currently on "lay-off" status and subject to recall?.....	Yes	No
Can you travel if the job requires it?.....	Yes	No
Have you been convicted of a felony within the last five years?.....	Yes	No
<small>A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.</small>		
WE ARE AN EQUAL OPPORTUNITY EMPLOYER		

EDUCATION

Are you a high school graduate? Yes No GED

High School Name

City

State

	Name of School, City and State	Course of Study	Years Completed	Type of Degree
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer		Dates Employed		Job Duties
		From	To	
Address		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Supervisor	Job Title		
Reason(s) for Leaving				

Employer		Dates Employed		Job Duties
		From	To	
Address		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Supervisor	Job Title		
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		Starting	Final	
Telephone Number	Supervisor	Job Title		
Reason(s) for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected

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ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experiences.

SPECIALIZED SKILLS SELECT SKILLS/EQUIPMENT OPERATED)

	Production/Mobile Machinery (list)	Other (list)
___ PC/MAC	_____	_____
___ Spreadsheet	_____	_____
___ Word Processing	_____	_____
WPM___	_____	_____

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

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. YES NO

REFERENCES

Reference Name	Telephone Number(s)
Address	

Reference Name	Telephone Number(s)
Address	

Reference Name	Telephone Number(s)
Address	

PRE-EMPLOYMENT SELF-IDENTIFICATION FORM

IMPORTANT – This employer is a government contractor subject to Executive Order 11246, section 503 of the Rehabilitation Act of 1973, as amended, and section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment minorities, women, qualified individuals with disabilities, disabled veterans, and veterans of the Vietnam era.

To enable us to meet government recordkeeping and reporting requirements for the administration of civil rights laws and regulations, Applied Engineering invites you to complete this personal data form. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be used solely for government recordkeeping and reporting purposes and will be detached and kept in a separate, confidential file. Any information that you choose to provide will not be considered by Applied Engineering for employment purposes and will be treated as confidential. Your voluntary cooperation is appreciated.

Name: _____ Male ___ Female ___
Last First MI

Position Applied for: _____ Date: _____

Are you Hispanic or Latino (i.e., A person of Cuban, Mexican Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)? **Yes** ___ **No** ___

If no, what race(s) do you consider yourself to be? (If any of the definitions outlined below apply to you, please check the appropriate line(s).)

___ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

___ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

___ **Asian (Not Hispanic or Latino)** – 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.

___ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

It is the policy at Applied Engineering to provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, Applied Engineering is dedicated to taking affirmative action to employ and advance in employment, minorities, women, qualified disabled persons, disabled veterans, and veterans of the Vietnam Era. All personnel actions, including recruitment, hiring, training, and promoting persons in all job titles, will be administered without regard to race, color, religion, sex, national origin, age, disability or Vietnam Era veteran status, or other protected basis and all employment decisions are based solely on valid job requirements.

Signature: _____

ADDITIONAL INFORMATION

I certify that 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 that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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 this organization.

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

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks: _____

Interviewer Date

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title Date