

SCHWAB-EATON, P.A.
APPLICATION FOR EMPLOYMENT
(Please Print)

SCHWAB-EATON, P.A. IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, sex, disability, religion, age, color, national origin or ancestry, or other factors which cannot be lawfully used as a basis for an employment decision. All other information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed by us.

PERSONAL DATA

Name _____ Date _____

Other Names Ever Used _____

Present Address _____

Telephone No. _____ Alternate Phone No. _____

If employed, can you provide proof of U.S. citizenship, immigration, or visa status which permits you to be employed in the U.S.? Yes No

Have you ever been convicted of a felony within the past five years? (Include military convictions). Yes No
If yes, please explain where, when and reason: _____

Some positions require employees to use their own vehicle. Do you have a valid Driver's License? Yes No
Driver's License # _____

EMPLOYMENT INFORMATION

Position(s) applying for _____

Date available to begin work _____

Are you available to work: Full-time Part-time

Hours and Days available to work: _____
(NOTE: Part-time employees must be able to work a minimum of four uninterrupted hours per day and 16 hours per week.)

SKILL INVENTORY

List any skills or experience that pertain to the position you are applying for: _____

Computer experience: _____

List any job-related tools, machines, or equipment you can operate: _____

EDUCATION/TRAINING

Circle the highest grade level completed in school: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+
 High School Diploma or G.E.D.? Yes No

Give the following information about the schools you have attended:

SCHOOL	NAME & LOCATION	DEGREE	COURSE OF STUDY/MAJOR
High School			
Business/ Trade School			
College/ University			

List or describe any school courses or specialized training that relate to the position for which you are applying:

Are you a licensed Professional Engineer? No Yes If yes, in what state(s) _____

Are you a licensed Land Surveyor? No Yes If yes, in what state(s) _____

Are you a licensed Landscape Architect? No Yes If yes, in what state(s) _____

EMPLOYMENT HISTORY

Company Name	Address	Month	Year	Rate of Pay	Title of Job Held & Name of Supervisor	Reason For Leaving
		From		Starting		
		To		Final		
		From		Starting		
		To		Final		
		From		Starting		
		To		Final		

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I hereby certify that all the statements contained here are true to the best of my knowledge and I understand that omissions or misstatements may be used for rejection of this application, removal of my name from eligibility, or discharge from service. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating schedule, or a work schedule other than Monday through Friday. I have read and understand the above information.

Signature

Date

SCHWAB-EATON, P.A.
REQUEST FOR REFERENCES

We place great importance on the screening process of our applicants. References from past or current employers are preferred. Family members will not be accepted unless they relate to previous employment in a family business. The Applicant should provide authorization for the release of information and have the Reference fill out the following form in its entirety. Once complete, we ask that the Reference return this form to the address listed at the bottom of the page.

AUTHORIZATION

I, _____ (Applicant), hereby authorize _____ (Reference) to release any and all references and records related to my past employment and work history to Schwab-Eaton, P.A. I release and discharge both my former and prospective employers from any and all claims or actions related to this request for references and any related exchange of records or other communications concerning my past employment.

Applicant Signature

Date

	EXCELLENT	GOOD	FAIR	POOR
Job Knowledge				
Ability to communicate with co-workers				
Ability to communicate with clients/customers				
Ability to follow instructions				
Honesty				
Initiative				
Appearance				
Dependability				
Punctuality				

Dates Employed: From: _____ To: _____ Position held: _____

Reason for leaving: _____

Eligible for re-employment: Yes No If no, please explain: _____

Comments: _____

Reference Signature

Date

Business Name

Title