

Engineering
Offices of

JAMES GORES AND ASSOCIATES
111 North Third Street East
Riverton, WY 82501
(307) 856-2444

EMPLOYMENT APPLICATION FORM

It is the policy of this company to comply with all federal, state and local equal employment opportunity laws and guidelines.

Please complete all items.

Date: _____
Position Desired: _____
Date available: _____
Days/hours preferred _____
Salary desired: _____
Referred by: _____

Personal Information

Name: _____
(Last) (First) (MI)

Social Security number: _____

Address: _____

City, State, ZIP: _____

Home Telephone: (____) _____ Business telephone: (____) _____

Are you over the age of 18? Yes No If no, please state your date of birth: _____

Are you eligible for employment in the United States? Yes No

Has any restriction been placed on your eligibility for employment in the U.S.? Yes No

If yes, please explain: _____

Note: *If hired, you will be required to provide proof of employment eligibility.*

Are you capable of performing - with reasonable accommodation - the essential functions of the position you seek? Yes No

If no, please explain: _____

Have you ever been convicted of a felony? Yes No

If yes, please explain date and nature of conviction: _____

Note: Disclosure of a criminal record will not necessarily disqualify you from employment. The nature and date of conviction and the position desired will be taken into consideration.

Military Service Information

Have you ever served in the United States armed forces? Yes No

If yes, please give the dates of service; list skills, abilities and other relevant training you received: _____

Educational Information

	Name/address of school attended	Date of graduation	Degree, diploma, or training received	Major fields of study
High School	_____	_____	_____	_____
College/undergraduate University	1. _____ 2. _____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Technical School	_____	_____	_____	_____
Other:	_____	_____	_____	_____

List honors, awards, or scholarships received: _____

List relevant activities, memberships or positions held: _____

Employment Record

Please list all employment, starting with most recent position and working back. Please attach a separate sheet, containing the information below, if necessary.

Company: _____
Address: _____
Phone: (____) _____
Position, with brief outline of duties: _____

Supervisor's name and title: _____
Dates of employment: **From:** _____ **To:** _____
Reason for leaving: _____

Company: _____
Address: _____
Phone: (____) _____
Position, with brief outline of duties: _____

Supervisor's name and title: _____
Dates of employment: **From:** _____ **To:** _____
Reason for leaving: _____

References: Please list - with address and phone number - 3 people familiar with your education, training, or professional experience. Please do not include family members or relatives.

- 1) _____
- 2) _____
- 3) _____

Notice of Physical Testing

This company is committed to maintaining a drug-free workplace. All candidates for employment are required to complete a physical examination and/or test for drug and alcohol use. These tests will be administered by a physician or clinic of the company's choice.

I agree to undergo pre-employment drug and/or alcohol testing. I understand that results of any such test will be disclosed only to the relevant management employees. I understand that if I refuse to undergo testing, fail to provide physical specimens when requested, provide false or tampered specimens or otherwise fail to complete the testing process, I will not be hired.

Applicant Acknowledgment

I grant permission for this company to conduct an investigation and solicit information related to my education, employment, military service and criminal histories. I release this company and any of its employees or representatives from any liabilities arising from such investigations.

I grant permission for this company to conduct an investigation and solicit information related to my personal credit and financial histories as well as my professional character and reputation. I release this company and any of its employees or representatives from any liability arising from such investigations.

I understand that this employment application and any other company documents do not constitute or in any way imply a contract of employment and any employment will be at the will of the employer. I understand that any individual hired by this company may voluntarily leave or terminate at any time, with or without cause being given.

If terminated, I authorize this company to deduct - to the extent permitted by law - any monies which I might legitimately owe the company from any monies the company might owe me.

All statements made and information given by me on this application are true and correct to the best of my knowledge. I understand that any false, inaccurate, omitted or misleading statements or information can be grounds for rejection of my application or termination of my employment.

I have read, understood and by my signature consent to these statements.

Signed: _____ Date: _____