

APPLICATION FOR EMPLOYMENT

Mortensen Engineering, Inc. (MEI) is an Equal Opportunity Employer
(Valid for only 90 days)

Position(s) Applied For _____ Salary Desired _____

Please answer all questions. Note: This application was designed for use with several types of positions. Some questions may not be completely applicable to the position you are seeking; however, we ask that you answer all questions.

Last Name (Please Print) First Middle Social Security Number Date

Present Address: Street City/State Zip Code Telephone Number

- Only U.S Citizens or aliens who have a legal right to work in the U.S. are eligible for employment.
Can you, upon employment, submit documentation verifying your identity and your legal right to work in the U.S.? Yes No
- Have you ever been charged with a crime, other than minor traffic offenses? Yes No
- Have you ever been convicted of a crime? Yes No
If **yes**, give dates and explain. (Attach separate sheet if necessary.)
- Has your driver's license ever been suspended or revoked? Yes No
- Do you currently have a **valid Florida** driver's license? Yes No
- Are you over 18 years of age? Yes No

School	Print Name, Number, Street Address, City, State, and Zip Code of each School	No. of Years Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Bus., Night or Corres.				
Other				

Other Skills: List any other job-related skills, qualifications, or licenses that support your application. _____

Honors Received: _____

In order to permit a check of your work and educational work records, should we be made aware of any changes of name or assumed name that you previously used? Yes No If **Yes**, identify names and relevant dates.

Employment Experience

List each job held. Start with your present or last job. Include military experience. If known by any other name, please indicate.

1. Employer:	Dates		Work Performed
	From	To	
Address:			
Job Title:	Salary		
	Start	Finish	
Supervisor:			
Reason for Leaving:			

May we make inquiries of this employer? Yes No If **No**, explain: _____

2. Employer:	Dates		Work Performed
	From	To	
Address:			
Job Title:	Salary		
	Start	Finish	
Supervisor:			
Reason for Leaving:			

May we make inquiries of this employer? Yes No If **No**, explain: _____

3. Employer:	Dates		Work Performed
	From	To	
Address:			
Job Title:	Salary		
	Start	Finish	
Supervisor:			
Reason for Leaving:			

May we make inquiries of this employer? Yes No If **No**, explain: _____

Membership in organizations/Professional groups that, in your opinion, have a direct bearing on the position you are seeking. _____

Are you a veteran of the U.S. Military Service? Yes No If **Yes**, what branch of Service? _____

If **Yes**, beginning date and ending date of active duty: From: _____ To: _____
Year/Month Year/Month

Date of Discharge from Military Service: _____ Terms of Discharge: _____

Have you ever been dismissed or forced to resign from any employment? Yes No If **Yes**, please explain

Are you now employed? Yes No Are you on layoff and subject to recall? Yes No

May we contact your present Employer? Yes No Previous Employers? Yes No

Please identify any expectations and reasons for not contacting prior employers: _____

Can you travel if job requires it? Yes No

Will you work overtime if asked? Yes No

Are there any hours, shifts, or days you will not work? Yes No If **Yes**, explain: _____

What foreign languages do you speak, read, or write? _____

Do you have any friends or relatives who work here? Yes No

Name: _____ Relationship: _____

Name: _____ Relationship: _____

CHARACTER REFERENCES

List three persons, not related to you, whom you have known at least one year. (MEI may contact one or more of these references.)

	NAME	ADDRESS AND TELEPHONE	RELATIONSHIP TO YOU
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

List below any other information or remarks that you wish to have considered as a part of your application for employment.

How did you hear of MEI? _____

Have you filed an application here before? Yes No If **Yes**, give date: _____

Have you ever been employed here before? Yes No If **Yes**, give date: _____

NAME, ADDRESS AND PHONE NUMBER OF PERSON TO CONTACT IN CASE OF EMERGENCY: _____

NOTICE TO APPLICANTS

We comply with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in a separate file.

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, religion, national origin, handicap, or marital status. We assure you that your opportunity for employment with this Employer depends solely upon your qualifications.

PLEASE READ AND SIGN STATEMENTS BELOW

I understand that, in accordance with Florida Statute §443.131(3)(a)(2), if hired, I will be placed on a one (1) year probationary period, I further understand that if I am terminated for any reason within the one (1) year probationary period, the employer may contest any unemployment benefit I might attempt to obtain as a result of my termination. _____ (initials)

I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by the Company with or without notice to me of such amendment, modification or deletion; that the policies and procedures are not intended to be a contract of employment nor do they give me a right of continued employment; and that employment may be terminated at the option of Mortensen Engineering, Inc. (MEI) with or without notice by either party. I also understand that there are no other arrangements, agreements, or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing and signed by the president. _____ (initials)

I understand that I will be required to undergo blood and/or urinalysis screening for drug or alcohol use as part of the pre-employment process. In addition, all active employees are subject to blood and/or urinalysis screening for drug or alcohol use at the discretion of the employer. MEI is a Drug-Free Workplace. _____ (initials)

I understand that MEI will conduct drug testing and background investigations (paid for by MEI) prior to employment; including, but not limited to, driving record/history, workers compensation history, and criminal history. I understand if I voluntarily terminate my employment within one (1) year after beginning work at MEI for any reason, I will be responsible to reimburse MEI the cost of all pre-employment testing. This amount will be deducted from my final pay. _____ (initials)

I certify that all information given on this employment application; any resume that I submit to the company; and any related papers and answers given during oral interviews are true and correct. I understand that Mortensen Engineering, Inc. (MEI) will make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by the company during the course of such an investigation. I understand that falsification of any information given by others during the course of an investigation or any derogatory information discovered as a result of this investigation may subject me to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation. _____ (initials)

Date: _____

Signature: _____