



Application for Employment

South Gate Engineering's policy and practice is to offer fair and equal employment opportunities for everyone regardless of race, color, religion, sex, age, national origin, disability or veteran status. We recruit, hire and assign individuals on the basis of their qualifications for a particular job without regard to factors unrelated to their ability to fulfill the job requirements.

Name _____ Date _____
 Are you over 18 years of age? Yes No
 For checking prior records, provide other names under which you have worked. _____
 Telephone _____ Business or Message Phone _____
 Mailing Address _____
 E-mail Address _____

I am available for employment _____ Specify hours _____
 What kind of position do you desire? _____
 If you are hired, on what date would you be available? _____
 What salary do you expect? _____
 How did you hear about this employment opportunity? _____
 From above list, indicate specific internet job board, paper, employee, school, etc. _____

Are you legally authorized to work in the United States? Yes No
 Have you ever been convicted of a criminal offense? Yes No
 If yes, give dates and description. _____
 A conviction is not an automatic bar from employment, provided you are bondable.

Have you ever been dismissed for any reason other than lack of work; or have you resigned to avoid dismissal? Yes No
 If so, give employer's name, date and reason for discharge. (cite all cases) _____

EDUCATIONAL BACKGROUND

List names and locations of educational institutions you attended

High School Graduate GED City and State _____
 Name of College _____ City and State _____
 Years Completed _____ Field of Study _____
 Degree Earned: AA BS/BA
 Name of Post-graduate School _____ City and State _____
 Years Completed _____ Field of Study _____
 Degree Earned _____

Vocational School/Other _____
Certificate / Degree (specify) _____

City and State _____
Field of Study _____

Additional Information

List professional societies, organizations, memberships, etc. (exclude those which indicate race, color, religion, age, disability, national origin or gender) _____

List your skills, including: business/computer equipment you operate; foreign languages you know; special skills or knowledge you possess (include level of proficiency or fluency, e.g., typing speed) _____

BUSINESS EXPERIENCE

Beginning with your present or last position, list the last four jobs you have held, including a summary of major duties (indicate military or voluntary experience if job related). If you wish to list more, use the Additional Comments or Information section at the end of this application.

Name of Employer	Type of Business
Address	Phone:
City, State, Zip	
Dates Employed	
Starting Title	Last Title
Starting Salary	Final Salary
Name of Supervisor/Title	May we contact now? <input type="checkbox"/> No <input type="checkbox"/> Yes
Brief Description of Duties	
Reason for Leaving	
Summarize relevant experience and/or explain periods of unemployment or periods not accounted for below.	

Name of Employer	Type of Business
Address	Phone:
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Brief Description of Duties	
Reason for Leaving	
Summarize relevant experience and/or explain periods of unemployment or periods not accounted for below.	

Name of Employer	Type of Business
Address	Phone: (include area code)
City, State, Zip	
Dates Employed (mo/yr from: to:)	
Starting Title	Last Title
Starting Salary	Final Salary
Name of Supervisor/Title	May we contact now? <input type="checkbox"/> No <input type="checkbox"/> Yes
Brief Description of Duties	
Reason for Leaving	
Summarize relevant experience and/or explain periods of unemployment or periods not accounted for below.	

Name of Employer	Type of Business
Address	Phone: (include area code)
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Name of Supervisor/Title	May we contact now? <input type="checkbox"/> No <input type="checkbox"/> Yes
Brief Description of Duties	
Reason for Leaving	
Summarize relevant experience and/or explain periods of unemployment or periods not accounted for below.	

THE APPLICATION PROCESS

- I authorize investigation of all statements contained in this Application for Employment and attached documents. I understand that misrepresentation or omission of facts may be cause for cancellation of consideration for employment or dismissal from the company's service if I have been employed.
- If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and my personnel records.
- I agree that South Gate Engineering and my previous employers shall not be held liable for information provided regarding my employment with their firms.
- I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or sure of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.
- As part of our pre-employment screening, South Gate Engineering might contact a consumer reporting agency or credit bureau to review its files on people who have applied for jobs with our company. If South Gate Engineering decides to request a consumer or credit report on you, we will contact you first and obtain your written permission to access your files. This notice is supplied in accordance with your rights under the Fair Credit Reporting Act. If South Gate Engineering decides to request a consumer report on you, it will follow FCRA's requirements governing permission and use of consumer reports in the employment process.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE STATEMENTS ABOVE.

Signature (Acknowledgment)

Date