



## EDUCATION AND TRAINING

### ELEMENTARY AND HIGH SCHOOL EDUCATION

Highest Grade Completed (choose one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Did you graduate from High School or obtain a GED? <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	Name and Location of Last School Attended (High School, Junior High or Elementary) Name: _____ Location: _____
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Indicate the **number** of courses completed in each subject:      \_\_\_ algebra    \_\_\_ biology    \_\_\_ bookkeeping  
 \_\_\_ calculus    \_\_\_ geometry    \_\_\_ trigonometry

### RELATED SPECIAL TRAINING (CORRESPONDENCE, BUSINESS, TRADES, VOCATIONAL, ARMED FORCES SCHOOLS, ETC.)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

### COLLEGES AND UNIVERSITIES ATTENDED (UNDERGRADUATE & GRADUATE)

**\*\*Must be from a recognized accredited school - Bring original documentation with initial application\*\***

Names and Locations of School(s)	Dates Attended (Mo & Yr)		Credit Hours		Type of Degree Earned (e.g. BA/BS)	Major	Minor
	From	To	Semester	OR Quarter			

  

Major <b>Undergraduate</b> College Subjects	Credit Hours			Major <b>Graduate</b> College Subjects	Credit Hours		
	Semester	OR	Quarter		Semester	OR	Quarter

### RELATED LICENSES

Professional License Issued By	Field/Trade Specialization	License Number	Issue Date	Expiration Date

### SKILLS

<input type="checkbox"/> Access	<input type="checkbox"/> Hansen	<input type="checkbox"/> Drafting	<input type="checkbox"/> Excel/Lotus	<input type="checkbox"/> Other software	Languages spoken and written <b>FLUENTLY</b> _____ _____ _____
<input type="checkbox"/> ORACLE	<input type="checkbox"/> GIS	<input type="checkbox"/> Auto Cad	<input type="checkbox"/> Word/WordPerfect	_____	
<input type="checkbox"/> Approach	<input type="checkbox"/> Typing _____wpm	<input type="checkbox"/> PowerPoint	_____	_____	

(Ask about PC skills exams)







**PLEASE READ EACH STATEMENT CLOSELY AND INITIAL EACH ITEM  
ACKNOWLEDGING YOUR UNDERSTANDING.**

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**Equal Employment Opportunity Statement**

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based upon merit. We are committed to complying with Federal, State, and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State, or local laws. The company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

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**Discrimination and Sexual Harassment Policy Statement**

This company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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**Disclosure to Applicants Concerning Drug/Alcohol Testing**

If you are offered a position with the company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means that you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Testing is at the discretion of the company, and may/may not be performed.

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**Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ **At-Will Employment**

I understand and agree that if I am employed, my employment will “at-will”, which means that the company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by the company management.

\_\_\_\_\_ **Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving, and criminal background.

\_\_\_\_\_ **Company Obligation**

I understand and agree that the company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the company is under no obligation to hire me as the result of accepting this completed application.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND  
AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**