



143 Court Street
 Binghamton, NY 13901
 Phone (607) 798-8081
 Fax (607)798-8186
 www.shumakerengineering.com

Employment Application Form

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate same. We appreciate your interest in our organization. SCE subscribes to all Federal and State statutes that prohibit discrimination. We consider all applications for all positions without regard to race, color, religion, gender, national origin, age, sexual orientation, genetic pre-disposition or carrier status, disability, marital, conviction record, or any other legally protected class or status.

PERSONAL

Date _____

NAME: First M.I. Last Email Address

PERMANENT ADDRESS:

Street City State Zip Telephone Number

email Cell Phone Number

Previous Addresses: please include previous **temporary** and **permanent** addresses covering the last ten (10) years (use extra sheet if necessary)

Street City State Zip Dates: From To

Street City State Zip Dates: From To

Street City State Zip Dates: From To

Street City State Zip Dates: From To

If referred by one of our employees, indicate his/her name: _____

1. Are you 18 years or older? yes no
2. Are you employed now? yes no
 If so, may we inquire of your present employer? yes no
3. Are you legally eligible for employment in the U.S. ? yes no
4. Have you been convicted of or plead guilty to a felony or misdemeanor? yes** no
5. Do you have any charges pending against you? yes** no

**If yes, please provide us, on the attached addendum, with the specific nature and details of the crime(s), date(s), court location, sentencing information and disposition of sentence. (Please note: a conviction record will not necessarily be a bar to employment)

GOALS

Position Desired: 1st Choice _____ 2nd Choice _____

What are your salary requirements per week? _____

EMPLOYMENT HISTORY

List in order with last employer first. Account for last 10 years, or years worked if less than 10 years. Use supplemental sheets if necessary.

| | | | | |
|---|----|-----------|--------------------|--------|
| 1. FROM | TO | Job Title | Supervisor's Name | Salary |
| Company | | Location | Reason for Leaving | |
| Description of duties (indicate significant responsibilities, accomplishments, and contributions) | | | | |

| | | | | |
|---|----|-----------|--------------------|--------|
| 2. FROM | TO | Job Title | Supervisor's Name | Salary |
| Company | | Location | Reason for Leaving | |
| Description of duties (indicate significant responsibilities, accomplishments, and contributions) | | | | |

| | | | | |
|---|----|-----------|--------------------|--------|
| 3. FROM | TO | Job Title | Supervisor's Name | Salary |
| Company | | Location | Reason for Leaving | |
| Description of duties (indicate significant responsibilities, accomplishments, and contributions) | | | | |

EDUCATIONAL BACKGROUND

Circle Highest Grade Completed: Grade School High School College Graduate
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

High School _____

College _____

Graduate School _____

Technical, Business, or Other _____

Now attending: Undergraduate School _____ Graduate School _____

Scholastic honors, scholarships, assistantships, etc.

List of Publications, Theses, etc.

UNITED STATES ARMED FORCES

Branch of U.S. Service _____ Rank: _____

Years Served: _____ Major Duties: _____

PROFESSIONAL ACTIVITY

Registration - Location and type _____

Publications - List _____

Membership in Professional Societies: _____

REFERENCES (List Three)

| Name | Address | Phone Number | Occupation | Years Known |
|------|---------|--------------|------------|-------------|
|------|---------|--------------|------------|-------------|

| Name | Address | Phone Number | Occupation | Years Known |
|------|---------|--------------|------------|-------------|
|------|---------|--------------|------------|-------------|

| Name | Address | Phone Number | Occupation | Years Known |
|------|---------|--------------|------------|-------------|
|------|---------|--------------|------------|-------------|

Are you under any obligation to a previous employer, through a covenant not to compete, or otherwise restricted in your acceptance of employment with a competitive firm? Yes _____ No _____

I certify that the answers given by me to all of the questions on this application are, to the best of my knowledge and belief, true and correct without reservations of any kind. I further affirm that I have not knowingly withheld any facts or circumstances that would materially affect this application. I understand that any misrepresentation, falsification or omission is cause for voiding this application or termination of employment if hired. I authorize this company to verify any and all information contained in this application from former employers and others, and I release all concerned from any liability in connection with any information they give. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without any prior notice.

Applicant's Signature

Date

Witness (Company Interviewer)

ADDENDUM TO EMPLOYMENT APPLICATION

Additional information regarding questions #4 & #5. Conviction Record. If you answered Yes, and have been convicted of a felony or misdemeanor, please provide additional information such as the date of the offense, the seriousness and nature of the offense and rehabilitation completed.

Describe Offense (What happened?):

When? (month/year):

Where? (Location of Court):

Disposition (Fine, conditional discharge, community service, probation or incarceration?):

Applicant Signature: _____ Date: _____

(Please note: A conviction record will not necessarily be a bar to employment. Factors such as the seriousness and nature of the violation and rehabilitation will be taken into account).