

Contractor or Employment Application

PLEASE COMPLETE ALL QUESTIONS. WRITE "N/A" WHERE NOT APPLICABLE. DO NOT LEAVE ANY AREAS BLANK.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long at this address _____ Social Security No. _____ - _____ - _____

Telephone () _____ (home phone) _____ (cell phone) _____

If under 18, please list your age _____

Position applying for (1) _____
 Salary desired (2) _____
(hourly / yearly)

Hours Available to Work:
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights and/or weekends? _____

Desired Status ? Direct Hire ? Contractor ? Temp-to-Hire Availability: ? FULL-TIME ONLY ? PART-TIME ONLY

Date available for start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ? No ? Yes

If yes, please explain. _____
Please answer honestly as falsifying information on your application may disqualify you for employment.

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____
Have you had any moving violations during the past three years? How Many? _____

Please check all that apply.

Typing Yes No _____ WPM 10-key Yes No Microsoft Project Experience? Yes No _____ # Years
Personal Computer Yes No PC Mac MS Office Primavera Other Skills? _____

Please list 2 professional references (previous employment only): Please list 2 personal references (no relatives or friends):

Name _____ Title _____	Name _____ Title _____
Address _____	Address _____
Telephone () _____	Telephone () _____
Name _____ Title _____	Name _____ Title _____
Address _____	Address _____
Telephone () _____	Telephone () _____

Describe your background and skillset as it relates to the position for which you are applying.

In the space provided, please detail why you would be the ideal candidate for this position.

Why are you interested in employment with Contech Design Group? What specifically interests you about this opportunity?

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?

Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?

Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your Last Job Title			

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		From	Start
		To	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Contech Design Group, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Contech Design Group, Inc. it will be on an at-will basis. This means that either Contech Design Group, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Contech Design Group, Inc. I release Contech Design Group, Inc. and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Contech Design Group, Inc. to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment or contract. I release Contech Design Group, Inc. and its employees from all liability arising from such investigation.

Signature of applicant _____

Date: _____