

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ Date of application: _____

Name: _____ Social Security #: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip code: _____

Phone: (home) _____ (Mobile/Pager/Other) _____ E-mail _____

Are you legally eligible for employment in the United States? Yes No

Are you less than 18 years of age? Yes No

If yes, can you obtain a work permit? Yes No

If you are unable obtain a work permit, please explain _____

Date available for work _____ What is your desired salary range? _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal

How were you referred to us? _____

Have you worked for Baxter & Woodman before? Yes No

If yes, date: _____ Position: _____

Job Duties: _____ Reason for leaving: _____

**Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you plead "guilty" or "no contest" to or been convicted of a crime? Yes No

If yes, please provide date(s) and details _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. _____

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years _____ E-Mail _____ Years _____

Spreadsheet _____ Years _____ GIS/Mapping _____ Years _____

AutoCAD _____ Years _____ Microstation _____ Years _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Employer: _____ Position(s) held: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip code: _____

Immediate Supervisor and Title: _____ May we contact for reference? Yes No

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

What did you like most about your position? _____

What did you like least about your position? _____

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City: _____ State: _____ Zip code: _____

Immediate Supervisor and Title: _____ May we contact for reference? Yes No

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

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Reason for leaving: _____

What did you like most about your position? _____

What did you like least about your position? _____

If there have been any gaps in your employment please provide details in the space provided here: _____

EDUCATIONAL BACKGROUND

	School Name (Include City and State)	Years completed	Course of study	Degree earned (Diploma, Degree, GED, Certification, Other)	GPA Class Rank
HIGH SCHOOL					
COLLEGE					
OTHER					

REFERENCES

List name and telephone number of three business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of years known

APPLICANT'S STATEMENT

I certify that all information I have provided in order to apply for and secure work with Baxter & Woodman, Inc. is true and correct.

I expressly authorize, without reservation, Baxter & Woodman, Inc. its representatives or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all legal rights and claims I have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state and federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Baxter & Woodman, Inc. and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and Baxter & Woodman, Inc reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no manager or representative of Baxter & Woodman, Inc. is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President of Baxter & Woodman, Inc.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) result in immediate discharge from Baxter & Woodman, Inc. whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: _____

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)
SELF-IDENTIFICATION FORM**

Qualified applicants are considered for employment without regard to race, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or other protected characteristic.

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This detachable form will be kept in a confidential file separate from your application for employment.

Name (Last, First, MI): _____

Street Address: _____

City, State, Zip Code: _____

Position Applied For: _____ Date Applied: _____

Gender Identification (check one)

_____ Female _____ Male

Race/Ethnic Identification (check one):

_____ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If you did not check "Hispanic or Latino" above, please select one of the following race/ethnic identifications.

_____ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

_____ Decline self-identification

Applicant's Signature

Date

Applicant's Printed Name