



**Hutchison**  
Engineering, Inc.

[www.hutchisoneng.com](http://www.hutchisoneng.com)

An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

1. **PERSONAL:**

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_  
Last First Middle Initial

Present Address: \_\_\_\_\_

How many years have you lived at this address? \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Job Applied For: \_\_\_\_\_ Rate of pay expected: \$ \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Do you want to work Full-time or Part-time?

Specify days and hours if part time: \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever applied for a position with us before? \_\_\_\_\_

If yes, when? \_\_\_\_\_ Position for which you applied: \_\_\_\_\_

List any friends or relatives working for us: \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Company? \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_

Do you require any accommodation to take any employment tests that may be required or participate in an interview? \_\_\_\_\_ If so, please specify what accommodation you need.

Are you able to perform the essential functions of the position for which you are applying with or without a reasonable accommodation Yes No.

Are you a United States Citizen?    Yes        No

If you are not a United States citizen, can you provide proof of your legal right to work in the United States?        Yes    (    No

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**II. EDUCATIONAL BACKGROUND:**

TYPE OF SCHOOL	NAME AND ADDRESS	HOW MANY YEARS ATTENDED	GRADUATED	COURSE, IF APPLICABLE
GRAMMAR/GRADE			YES    NO	
HIGH SCHOOL			YES    NO	
COLLEGE			YES    NO	
POST GRADUATE			YES    NO	
BUSINESS/TRADE			YES    NO	
OTHER			YES    NO	

Professional Engineer License: \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_

Professional Land Surveyor License: \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_

Structural Engineer License: \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_

**III. MILITARY SERVICE RECORD:**

Have you ever served in the armed forces?    Yes    No

If yes, what branch? \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

Dates of duty – From: \_\_\_\_\_ To: \_\_\_\_\_

What were your duties in the service (include special training and duty station) \_\_\_\_\_

**IV. PERSONAL REFERENCES:**

(Excluding Former Employers or Relatives)

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

**V. PRIOR WORK HISTORY:**

Please note that you are to list any and all prior employers without exception. If there are any gaps in your work history, you may be asked to explain. You are requested to list your prior work history in order, last or present employer first.

DATES		NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME/TITLE	REASON FOR LEAVING
FROM	TO			

DESCRIBE IN DETAIL THE WORK YOU DID \_\_\_\_\_  
\_\_\_\_\_

DATES		NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME/TITLE	REASON FOR LEAVING
FROM	TO			

DESCRIBE IN DETAIL THE WORK YOU DID \_\_\_\_\_  
\_\_\_\_\_

DATES		NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME/TITLE	REASON FOR LEAVING
FROM	TO			

DESCRIBE IN DETAIL THE WORK YOU DID \_\_\_\_\_  
\_\_\_\_\_

DATES		NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME/TITLE	REASON FOR LEAVING
FROM	TO			

DESCRIBE IN DETAIL THE WORK YOU DID \_\_\_\_\_  
\_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, indicate below which one(s) you do not wish us to contact and the reason you do not wish us to contact these employers.

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Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his complete background. To assist in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your merit and on no other consideration.

**PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above Employment Application are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of fact on this Application may result in my immediate dismissal. I authorize the companies, schools, entities, and persons named above and all others for whom I have worked to release any information that they have about me. I hereby release said companies, schools, entities, and persons from all claims and liability for issuing such information. I further release Hutchison Engineering, Inc., and all its associates from any and all claims and damage that may result from the Company's reliance on such information.

I understand that my employment is subject to a background investigation. This investigation may cover employment, education, and such other matters as the Company deems relevant. I understand the information obtained from this investigation will be confidential.

I further understand that should I be employed, my employment will be on an at-will basis and thus my employment is for an indefinite period and may be terminated at any time, for any reason, with or without cause, by me or the Company without prior notice.

Name of Applicant: \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE-----

**INTERVIEW**      YES      NO      Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Result of Interview: \_\_\_\_\_

Acceptable for Employment? \_\_\_\_\_ Starting Rate: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Interviewed by:

\_\_\_\_\_ Approved by: \_\_\_\_\_

# This Organization Participates in E-Verify

# Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

## **E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

## **E-Verify Funciona Para Todos**

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**

**[dhs.gov/e-verify](https://dhs.gov/e-verify)**



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