



Hudson Valley Engineering Associates, P.C. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, natural origin, disability or handicap, or veteran status.

## Application For Employment

### PERSONAL INFORMATION

<b>Name</b>				<b>Date</b>	
<small>Last</small>	<small>First</small>	<small>Middle</small>	<small>Maiden</small>		
<b>Social Security No.</b>	-	-	, Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Date Available</b>
<b>Position Sought</b>	"*****" <b>Full Time</b>		<b>Part Time</b>	<b>Salary Desired</b>	
<b>Address</b>					
<small>Number</small>		<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
<b>Home Phone</b>	<b>Cell Phone</b>		"*****" <b>How did you hear about us?</b>		

**HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS?**  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. Please note, that a conviction of a crime is not an automatic bar to employment. All circumstances will be considered.

Are you legally eligible for employment in the United States?  Yes  No (if offered employment, you will be required to provide documentation to verify eligibility.)

What is the percentage of business travel you are willing to do \_\_\_\_\_%

Do you have any other restrictions/commitments in existence with another employer that might affect your employment with HVEA?  Yes  No

If yes, explain:



**EDUCATION**

<b>TYPE OF SCHOOL (NAME OF SCHOOL)</b>	<b>LOCATION (Complete mailing address)</b>	<b>NUMBER OF YEARS COMPLETED/ GRADUATED</b>	<b>MAJOR &amp; DEGREE</b>
High School			
College/University			
Vocational or Trade School			
Graduate Work			

**Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying?**

Yes  No  **If yes please explain and list offices held:**

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**CURRENT EMPLOYMENT**

**Are you presently employed? Yes  No  If yes, may we contact your employer? Yes  No**

**If presently employed, why are you considering leaving?**

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**EMPLOYMENT HISTORY - Please list your work experience beginning with your most recent job held.  
If you were self-employed, give firm name. Attach additional sheets if necessary.**

<b>Name of Employer:</b>	<b>Name of last Supervisor</b>	<b>Employment Dates</b>	<b>Salary</b>
<b>Address, City, State, Zip Code:</b>		<b>From:</b>	<b>Beginning:</b>
		<b>To:</b>	<b>Final:</b>
<b>Phone Number:</b>	<b>Your last Job Title:</b>		
<b>Reason for leaving (be specific):</b>		<b>May we contact employer?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	

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


<b>Name of Employer:</b>	<b>Name of last Supervisor</b>	<b>Employment Dates</b>	<b>Salary</b>
<b>Address, City, State, Zip Code:</b>		<b>From:</b>	<b>Beginning:</b>
		<b>To:</b>	<b>Final:</b>
<b>Phone Number:</b>	<b>Your last Job Title:</b>		
<b>Reason for leaving (be specific):</b>		<b>May we contact employer?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	

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


<b>Name of Employer:</b>	<b>Name of last Supervisor</b>	<b>Employment Dates</b>	<b>Salary</b>
<b>Address, City, State, Zip Code:</b>		<b>From:</b>	<b>Beginning:</b>
		<b>To:</b>	<b>Final:</b>
<b>Phone Number:</b>	<b>Your last Job Title:</b>		
<b>Reason for leaving (be specific):</b>		<b>May we contact employer?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	

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




Please list three professional references

Please list three personal references

Name:
Position:
Address:
Telephone:
Email:

Name:
Position:
Address:
Telephone:
Email:

Name:
Position:
Address:
Telephone:
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**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 and authorize Hudson Valley Engineering Associates, P.C. to verify their accuracy and to obtain reference information on my work performance. I hereby release Hudson Valley Engineering Associates, P.C. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision, based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Hudson Valley Engineering Associates, P.C. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Hudson Valley Engineering Associates, P.C. may terminate my employment at any time with or without notice or cause. Hudson Valley Engineering Associates, P.C. is an Equal Opportunity Employer.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**To all applicants, this form is voluntary participation** – HVEA Engineers 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, HVEA Engineers 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 be used only in accordance with the provisions of applicable laws, Executive Order 11246, 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.

**Name:** \_\_\_\_\_

**Position(s) applied for :** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Please check one:**       Female                       Male

**Please check one.** If you belong to more than one group, select the one most appropriate (see federal government definitions below):

- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

**Decline Self Identification:** If you do not wish to self-identify your gender, ethnicity, or race, please check the box below.

I do not wish to self-identify.

<i>Revised EEO-1 Ethnicity and Race Categories</i>	<i>Descriptions</i>
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
White (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Asian (Not Hispanic or Latino)	A person with 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.
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.
American Indian or Alaskan 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.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form will be kept in a confidential file separate from your application for employment.** HVEA Engineers is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender or any other characteristic protected by law. Individuals who may have inquiries regarding the firm’s policy and procedures should contact Human Resources at 845 414-9300.