



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>Address, City, State, Zip Code:</b>		<b>From:</b>
		<b>To:</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>Address, City, State, Zip Code:</b>		<b>From:</b>
		<b>To:</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>Address, City, State, Zip Code:</b>		<b>From:</b>
		<b>To:</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:

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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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