



# Application for Employment

PLEASE PRINT

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.

## PERSONAL

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address (Street/Unit): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Availability to begin work (Date): \_\_\_\_\_  
 Are you available to work: DAYS [ ] NIGHTS [ ] WEEKENDS [ ] FULL TIME [ ]  
 If you have work days/hours restrictions, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 How did you hear about this position: \_\_\_\_\_

**POSITION DESIRED:** \_\_\_\_\_ Are you able to perform the essential functions of the position for which you are applying? YES [ ] NO [ ] If no, please explain. (If you have any question as to what functions are applicable to the position to which you are applying, please ask the interviewer before you answer this question.)  
 \_\_\_\_\_

**LOCATION DESIRED:** \_\_\_\_\_ Are you available for relocation? YES [ ] NO [ ]  
**TRAVEL:** Please identify the percentage of time you are willing to travel for the Company. \_\_\_\_\_ %  
**LICENSES AND CERTIFICATIONS:** \_\_\_\_\_  
 \_\_\_\_\_

## THE LEGAL QUESTIONS

Are you legally eligible to work for any employer in the United States without sponsorship? YES [ ] NO [ ]  
 (Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES [ ] NO [ ] (If no, you will be required to provide authorization to work.)

Have you been convicted on a felony within the past seven (7) years? If so, please explain: YES [ ] NO [ ]  
 \_\_\_\_\_  
 \_\_\_\_\_

### 3 PROFESSIONAL REFERENCES IF NOT INCLUDED IN YOUR RESUME (*not relatives/friends*)

Name _____	How you know them _____	Phone # _____
Name _____	How you know them _____	Phone # _____
Name _____	How you know them _____	Phone # _____

Your Name: \_\_\_\_\_

### BES CONNECTIONS

Have you ever worked for any affiliate of BES Design-Build previously? YES [ ] NO [ ]

If yes, which affiliate? \_\_\_\_\_ When? (Dates) \_\_\_\_\_ Job Title: \_\_\_\_\_

Do you have any relatives or friends who are currently, or have previously been, employed with the Company? YES [ ] NO [ ] If yes, name(s): \_\_\_\_\_

### EMPLOYMENT GAP(s)

Account for any full month when you have experienced a gap in employment (past 10 years only):

	From	To	Reason
Month / Year			
Month / Year			

### VOLUNTEERING AND PROFESSIONAL ORGANIZATIONS

Please describe any volunteer activities/organizations to whom you give your time: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

\_\_\_\_\_

Do you belong to any professional, trade, business or civic organizations associated with the position for which you are applying? YES [ ] NO [ ] If yes, please list with offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

\_\_\_\_\_

### EDUCATION

	Name / Location of School	Course of Study	# Years Completed	Diploma/Degree Received (Yes/No)
High School				
Vocational/Trade				
College				
Graduate Work				

### EMPLOYMENT HISTORY *(for the past 10 years - start with most recent)*

Are you presently employed? YES [ ] NO [ ] If yes, may we contact your employer? YES [ ] NO [ ]

Your Name: \_\_\_\_\_

**Current** Employer (or most recent) \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Employed From Month/Year		Employed To Month/Year	
Beginning Rate of Pay		Final/Current Rate of Pay	

Describe the Work Performed: \_\_\_\_\_  
Why did you leave (why you are considering a change)? \_\_\_\_\_

**Previous** Employer \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Employed From Month/Year		Employed To Month/Year	
Beginning Rate of Pay		Final/Current Rate of Pay	

Describe the Work Performed: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_

**Previous** Employer \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Employed From Month/Year		Employed To Month/Year	
Beginning Rate of Pay		Final/Current Rate of Pay	

Describe the Work Performed: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_

**Attach a copy of your resume if more space is needed to list past 10 years of employment.**

**IMPORTANT, PLEASE READ AND SIGN**

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the Company or its' subsidiaries. I understand that if I am hired, my employment is for no definite period of time and may be terminated at any time, with or without prior notice or reason, as long as the reason is not illegal.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



## **ETHNICITY/RACE CATEGORY DESCRIPTIONS:**

Hispanic or Latino includes a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race.

White (not Hispanic or Latino) includes a person having origins in any of the original peoples of Europe, North Africa, or the Middle East, or North America.

Black or African American (not Hispanic or Latino) includes a person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) includes a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (not Hispanic or Latino) includes a person have 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 Alaskan Native (not Hispanic or Latino) includes a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races (not Hispanic or Latino) includes a person who identifies with more than one of the above races.

## **PROTECTED VETERAN CATEGORY DESCRIPTIONS:**

A disabled veteran includes any veteran of the U.S. military, ground, naval or air service who: (a) is entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation under laws administered by the Secretary of Veteran Affairs, or (b) was discharged or released from active duty because of service-connected disability.

Active Duty Wartime or Campaign Badge Veteran includes any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge has been authorized under the laws administered by the Department of Defense.

Recently Separated Veteran includes any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Armed Forces Service Medal Veteran includes any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United State military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

---