



Dennis E. Black Engineering, Inc.

2400 Philadelphia Avenue

Chambersburg, PA 17201

EMPLOYMENT APPLICATION

Name _____ Date _____

Current Address _____

Phone No. (____) _____ Cell Phone No. (____) _____

Email Address _____

Position Applying For _____ Salary Expectation _____

Education (Include all college, technical, military, high school or other education)

College and Universities

Name _____ Type of Degree _____

Address _____

Major _____ Dates Attended _____

Name _____ Type of Degree _____

Address _____

Major _____ Dates Attended _____

High School and Other Training

Name _____ Type of Degree _____

Address _____

Major _____ Dates Attended _____

Name _____ Type of Degree _____

Address _____

Major _____ Dates Attended _____

For Office Use Only

Employee# _____

Hire Date _____

Position _____

Rate _____

Dept. _____

Skills _____

Other _____

Notes: _____

Attachments:

- Resume
- Applicant Reference Check
- Applicant Interview
- Payroll Change Notice
- Employee DataCard
- Driver Questionnaire
- I-9
- W-4
- New Hire Report
- Certificate of Residence
- Insurance Packet (if Applicable)

Employment History

Current Employer _____ Phone No. (____) _____

Address _____

Position Held/Title _____ Dates _____

Supervisor _____ Phone No. (____) _____

Reason for Leaving _____

Previous Employer _____ Phone No. (____) _____

Address _____

Position Held/Title _____ Dates _____

Supervisor _____ Phone No. (____) _____

Reason for Leaving _____

Previous Employer _____ Phone No. (____) _____

Address _____

Position Held/Title _____ Dates _____

Supervisor _____ Phone No. (____) _____

Reason for Leaving _____

Other Skills or Training _____

I am applying for Full-Time/Part-Time/Temporary Full-Time/Temporary Part-Time Employment. (Please circle those that apply).

References

Name _____ Phone No. (____) _____

Name _____ Phone No. (____) _____

Name _____ Phone No. (____) _____

Name _____ Phone No. (____) _____

I certify that the information provided herein is true and complete to the best of my knowledge. I understand misrepresentation or omission of information on this application and/or inserts is cause for rejection of my application or subsequent dismissal from employment.

Signature _____ Date _____

I hereby request and authorize you to furnish Dennis E. Black Engineering, Inc. with any and all information they may request concerning my employment record, criminal record, driving record, education record, military record, and the release of any information as part of my potential employment with Dennis E. Black Engineering, Inc. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents if requested. The information will be used for the purpose of determining my eligibility for employment with Dennis E. Black Engineering, Inc.

I, hereby release you and your organization from any liability which would result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of Dennis E. Black Engineering, Inc.

Signature _____ Date _____