



APPLICATION FOR EMPLOYMENT
PLANNERS & ENGINEERS IS AN EQUAL OPPORTUNITY EMPLOYER.

APPLICANT'S STATEMENT

I understand that the Company is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensaqtion to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, citizenship status, service member status, or any other category protected by federal, state, or local law.

I authorize former and present employees, and professional, work, and personal references listed in the application and any other individuals I may name, to give the Company or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that result from furnishing same to the Company. I also authorize the Company to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless to providing such information.

I understand that the company reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the Company or its designee. I release the Company and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment appplication and any other Company documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for six months from the date of my hiring and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notices and that the Company has a similar right. I understand that no manager, representative or agent of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the General Manager may do so in writing.

In return for the Company's agreement to arbitrate legal disputes and for considering this application, I agree by signing below that any dispute of a legal nature arising under federal, state, or local law between me and the Company (including any such claim regarding discrimination, harassment, or any other legal dispute relating to my employment arising under any labor, employment, or civil rights law) will be subject to final and binding arbitration in accordance with the Company's arbitration procedures. I understand that the arbitrator, who will serve as judge and jury, has the same authority to award damages and other relief, as does a court or jury. If employed, and if required, I agree to sign a stand-alone arbitration agreement that would supplement this one. The company's arbitration procedures are available for my review on request.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Company's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I have received a separate written notification that the Company may obtain a "consumer report" (for example, criminal history, driving records, etc.) on me for use in connection with my application and, if I am hired, my employment. I authorize the Company to obtain this report.

This application will be considered "active" for a maximum of thirty (30) days. If you wish to be considered for employment thereafter, you must reapply.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Applicant's Signature

Date



CURRENT AND PREVIOUS EMPLOYMENT CONT'D.

Employer 2	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Business Address			
Job Title	Hourly Rate/Salary		Were you ever disciplined? If so, for what?
	Starting	Final	
Supervisor Name & Title			
Supervisor Contact Information			
Reason for Leaving			

Employer 3	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Business Address			
Job Title	Hourly Rate/Salary		Were you ever disciplined? If so, for what?
	Starting	Final	
Supervisor Name & Title			
Supervisor Contact Information			
Reason for Leaving			



BACKGROUND INFORMATION

How many days of scheduled work did you miss in the last 24 months, not including vacations, holidays, or other approved leave? _____

Please explain any gaps in your employment history. Please account for all periods of time including military service and any period of unemployment. _____

List any other names which you may have used and which will be necessary to verify prior to your employment: _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? **Yes** **No**
If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated or asked to resign from any job? **Yes** **No**
If yes, please explain circumstances (use a separate sheet of paper if necessary) _____

May we contact your current or previous employer? **Yes** **No**
If no, please explain: _____

Have your ever worked for this Company or a related entity? **Yes** **No**
If yes, please give dates, position, and location: _____

Do you have any friends or relatives working here or for a related entity? **Yes** **No**
If yes, please provide their name, relationship, and location: _____

How were you referred to us? _____

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime? **Yes** **No**

Are any charges currently pending against you? **Yes** **No**

Has any adjudication ever been withheld? **Yes** **No**

NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment. If you answered yes to any of the preceding questions, please give dates and details: _____

Do you have any commitments to any other employer which may affect your employment? **Yes** **No**
If yes, explain: _____

EDUCATION INFORMATION

Education	Years Completed	School Name & Location (City, State)	Course of Study or Major	Describe Specialized Experience, Training Skills, & Extracurricular Activities
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				



RELEVANT EXPERIENCE

Please indicate positions you have held in prior jobs:

Management/Supervision	Office/Administrative/Sales	Production	Warehouse
<input type="checkbox"/> General Manager	<input type="checkbox"/> Accounting	<input type="checkbox"/> Machine Operator	<input type="checkbox"/> Stock Clerk
<input type="checkbox"/> Operations Manager	<input type="checkbox"/> General Clerical	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Forklift Operator
<input type="checkbox"/> Sales Manager	<input type="checkbox"/> Secretary (wpm:)	<input type="checkbox"/> Other:	<input type="checkbox"/> Order Picker/Puller
<input type="checkbox"/> Warehouse Manager	<input type="checkbox"/> Switchboard/Receptionist	<input type="checkbox"/> Other:	<input type="checkbox"/> Stacker/Loader
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Sales Representative	<input type="checkbox"/> Other:	<input type="checkbox"/> Shipping/Receiving Clerk
<input type="checkbox"/> Shift Supervisor	<input type="checkbox"/> Customer Service		<input type="checkbox"/> Delivery
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		<input type="checkbox"/> Other:

List any job-related designations, certifications, licenses, or courses that may be applicable to the position for which you are applying: _____

OTHER INFORMATION

Please describe any other experiences that you have which would be relevant to the job for which you are applying:

DRIVING INFORMATION (Complete only if driving is an essential function of the job for which you are applying)

Do you have a current valid driver's license? **Yes** **No**
If yes, License No.: _____ **State:** _____ **Expiration Date:** _____

If you do not have a driver's license for the state in which you currently reside, why not? _____

Has your license ever been suspended or revoked? **Yes** **No**
If yes, explain: _____

Do you have personal automobile insurance? **Yes** **No**
If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended?
Yes **No**
If yes, explain: _____

Have you ever been convicted, pled guilty, or pled nolo to a charge or DWI or DUI? **Yes** **No**

Are any such charges currently pending against you? **Yes** **No**
If yes to either question, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments



Planners & Engineers is an Equal Opportunity Employer.

PEC+ is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PEC+ are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy) or gender, age, physical, mental or sensory disability, sexual orientation, marital status, or any other status protected by laws and/or regulations.