

APPLICATION FOR EMPLOYMENT

Date: _____

NTM Engineering, Inc. considers applicants for all positions regardless of race, color, religion, gender, national origin, age, disability, marital status or any other legally protected status. Applicants requiring accommodation in the application or hiring process should contact NTM Engineering, Inc.

GENERAL INFORMATION

Last Name _____ First Name _____ M.I. _____ Social Security # _____

Address _____
Street _____ Town _____ State _____ Zip _____

Phone – Home: _____ Work: _____ Cell: _____

EMPLOYMENT DESIRED

Full Time Part Time Temporary

Position: _____ Date Available: _____ Salary Desired: \$ _____

Are you currently employed? _____ If so, may we contact your current employer? _____

Which office are you applying to (check all that apply)? _____ Dillsburg _____ State College _____ Philadelphia

- | | YES | NO |
|---|-------|-------|
| 1. Are you over 18 years of age? | _____ | _____ |
| 2. Do you have a legal right to work in the United States? | _____ | _____ |
| 3. Have you even been convicted of a felony or misdemeanor? | _____ | _____ |
| If yes, please explain: _____ | | |
| 4. Do you have a valid US drivers license? | _____ | _____ |
| If yes, State: _____ Number: _____ | | |

If applicable: Professional Registration No. _____ State: _____ Status: _____
(check) As Engineer _____ As Surveyor _____ Other (explain) _____

SKILLS – I have skills in and am familiar with the following programs (note other relevant skills in the blank boxes):

Microsoft Word	HEC-RAS	Watershed Modeling System(WMS)
Microsoft Excel	HEC-HMS or HEC-1	AutoCAD
Microsoft PowerPoint	Desktop Publishing	Microstation

EMPLOYMENT
Begin with your most recent job and list your work history, including part-time, temporary or seasonal employment, and all periods of unemployment. (If you need more space, please continue on a separate sheet of paper.)

Employer	Dates	Work Performed:
Address _____	From _____	
Phone _____	To _____	
Job Title _____	Salary	Reason for Leaving:
Supervisor _____	Start _____	
	Final _____	
Employer	Dates	Work Performed:
Address _____	From _____	
Phone _____	To _____	
Job Title _____	Salary	Reason for Leaving:
Supervisor _____	Start _____	
	Final _____	

EDUCATION	Name & Address	Years Attended	Graduation Date	Degree/ Course of Study
High School				
Undergraduate				
Graduate / Other				

REFERENCES – *Please list three (3) character references that are not relatives, former employers or persons living outside the United States.*

Name & Address	Phone	Years Known
1.		
2.		
3.		

NTM Engineering, Inc. does not discriminate in hiring or employment on the basis of race, color, religion, gender, national origin, age, disability, marital status or any other legally protected status. If and when you are considered for an open position, a check will be made with your past employers concerning your work record and personal history and verify all data collected on paper or in interview. You have the right to request information about the nature and scope of these investigations. This application will be held on file for one year. Please indicate below if you have read and understand the foregoing disclosure:

I certify that the facts set forth in this application are true and accurate, and that I have not knowingly withheld any facts or information that would affect my application unfavorably. I understand that any false or misleading statements are grounds for rejection, and if I become employed are grounds for termination. I authorize NTM Engineering, Inc. to contact all sources necessary to verify this information.

Furthermore, I release from liability NTM Engineering, Inc., and any employer or person offering information in connection with a background investigation relating to obtaining the position I've applied for with NTM Engineering, Inc. I understand that in the event I am hired, my status will be that of an "at-will" employee. I specifically agree that my employment may be terminated with or without cause or notice, at the option of NTM Engineering, Inc. or myself. I understand that NTM Engineering, Inc. is a drug-free workplace and that if suspected of doing drugs I may be requested to undergo a drug test. I understand that this application is not a contract of employment.

 Applicant Signature