



# Employment Application

**Morrison Engineers PLLC is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Incomplete information could disqualify you from further consideration. Please print clearly and complete all fields.**

APPLICANT INFORMATION					
Full Name				Date	
Address					
City		State		Zip Code	
Phone	E-mail				
Position Desired		Date Available		Hourly Rate/ Salary Desired	

Are you eligible to work in the United States?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If hired, we will use E-Verify to confirm your eligibility.</i>
Are you at least 18 years or older?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If hired, you will need to provide proof of age.</i>
Have you read the job description and are you able to perform the essential functions of the job?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If no, please explain:</i>
Can you work any day or shift, including overtime, weekends, and travel for out-of-town jobs, as needed?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If no, please explain:</i>
Do you have a reliable method of getting to work?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>For out-of-town/overnight travel, Morrison Engineers provides transportation whenever possible.</i>
Have you ever been terminated from employment or asked to resign by an employer?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If yes, please list company &amp; reason:</i>
Have you ever worked for Morrison Engineers PLLC?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If yes, when?</i>
Do you know anyone / are you related to anyone who currently works for our company?	<input type="checkbox"/> -YES <input type="checkbox"/> -NO	<i>If yes, who and what relation?</i>
How did you hear about this position? <input type="checkbox"/> -Friend/Family <input type="checkbox"/> -Current Employee <input type="checkbox"/> -Our Website <input type="checkbox"/> -Social Media <input type="checkbox"/> -Indeed <input type="checkbox"/> -Other		

EDUCATION	Name & Location of School	Number of Years	Did you Graduate?	Subjects Studied/Major
High School			<input type="checkbox"/> -YES <input type="checkbox"/> -NO	
College			<input type="checkbox"/> -YES <input type="checkbox"/> -NO	
University			<input type="checkbox"/> -YES <input type="checkbox"/> -NO	
Other			<input type="checkbox"/> -YES <input type="checkbox"/> -NO	

EMPLOYMENT HISTORY				
Employer Name			From	To
Address			Phone	
Job Title			Supervisor	
Responsibilities				
Reason for Leaving				
May we contact your previous supervisor for a reference? <input type="checkbox"/> -YES <input type="checkbox"/> -NO				
Employer Name			From	To
Address			Phone	
Job Title			Supervisor	
Responsibilities				
Reason for Leaving				
May we contact your previous supervisor for a reference? <input type="checkbox"/> -YES <input type="checkbox"/> -NO				



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## EMPLOYMENT HISTORY CONTINUED...

<b>Employer Name</b>		<b>From</b>		<b>To</b>	
<b>Address</b>		<b>Phone</b>			
<b>Job Title</b>		<b>Supervisor</b>			
<b>Responsibilities</b>					
<b>Reason for Leaving</b>					
<b>May we contact your previous supervisor for a reference?</b> <input type="checkbox"/> -YES <input type="checkbox"/> -NO					

**Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.**

## PLEASE LIST THREE REFERENCES NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST THREE (3) YEARS.

<b>Full Name</b>		<b>Relationship</b>	
<b>Company</b>		<b>Phone</b>	
<b>Email Address</b>		<b>Known for how long?</b>	
<b>Full Name</b>		<b>Relationship</b>	
<b>Company</b>		<b>Phone</b>	
<b>Email Address</b>		<b>Known for how long?</b>	
<b>Full Name</b>		<b>Relationship</b>	
<b>Company</b>		<b>Phone</b>	
<b>Email Address</b>		<b>Known for how long?</b>	

## PLEASE READ CAREFULLY BEFORE SIGNING

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Morrison Engineers PLLC to hire me. I understand that, if hired, my employment will be strictly at will. That means that my employment is for an indefinite period and that Morrison Engineers PLLC or I may terminate the employment at any time, for any or no reason, with or without notice or intermediate steps. No company manager or representative shall be authorized to make any representations to the contrary.

I attest with my signature below that the information provided on this application form, along with any other information I have provided to Morrison Engineers PLLC, is true and complete. No requested information has been concealed. I understand that any misrepresentations or omissions may be cause for not hiring me or for terminating my employment, once hired.

I understand that Morrison Engineers PLLC may undertake, and I authorize the company to undertake, any investigation it deems necessary in considering me for employment, or if hired, for my continued employment. I expressly authorize any present or former employer; school, college or university; professional reference; any member of any local, state, or federal law enforcement agency; or any other person to give Morrison Engineers PLLC any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reasons for my termination), education, driving record, or criminal record.

I unconditionally release Morrison Engineers PLLC and its representatives and agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.

I understand that this application will be active only for the specific position identified above and only during the period of time that Morrison Engineers PLLC is seeking to fill the current opening(s), and that any job offer, or if hired, my continued employment, may be conditional upon a medical examination and/or alcohol or drug testing.

**Signature**

**Date**



## VOLUNTARY EEO SELF-IDENTIFICATION FORM

As employers/government contractors, we comply with government regulations pertaining to equal employment opportunity, affirmative action, veteran status and disabilities. We would appreciate you completing this form to help us comply with our reporting requirements however it is not required for employment.

This data is for periodic government reporting and will be kept in a **Confidential File separate from the Application for Employment**.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires Morrison Engineers to determine this information by visual survey and/or other available information.

NAME: \_\_\_\_\_ DATE APPLICATION COMPLETED: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Referral Sources:  Current Employee  Website  Social Media  Indeed.com  Other: \_\_\_\_\_

Gender (please check one):  Male  Female  I do not wish to disclose.

Race/Ethnicity (Please check one of the descriptions below corresponding to the ethnic group with which you identify):

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Asian (Not Hispanic or Latino):** A person having 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 Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Native Hawaiian or Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Two or more races (Not Hispanic or Latino):** All persons who identify with more than one of the above races.
- I do not wish to disclose.**

Veteran Status/Disability (check all that apply):

- Disabled Veteran:** A person who is **(a)** A Veteran of the US military, ground, naval or air service who 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)** A person who was discharged or released from active duty because of a service connected disability.
- Recently Separated Veteran:** 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:** Any Veteran who, while serving on active duty in the US military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- Other Protected Veteran:** A Veteran who served on active duty in the US military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- Individual with a Disability:** A qualified person who **(a)** Has a physical or mental impairment which substantially limits one or more of such person's major life activities; **(b)** Has a record of such impairment; or **(c)** Is regarded as having such an impairment.
- I do not wish to disclose.**