



GREENWOOD & MOORE, INC.

Civil Engineers • Designers • Land Surveyors • Planners

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Castro Valley, California, 94546
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EMPLOYMENT APPLICATION

Date of Application: _____

Greenwood & Moore, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL INFORMATION

Last Name	First	Middle	Social Security No.
Street Address			Home Phone ()
City, State, Zip			Business Phone ()
Are you 18 years of age or older? Yes No If under 18, do you have a work permit? Yes No		Are you legally eligible for employment in the U.S.? Yes No	

EMPLOYMENT INTEREST

Position Applied For: _____ Salary Desired: _____

Date you can start? _____ Can you work overtime if necessary? Yes No

Have you ever applied for employment with this company before? Yes No If yes, when _____

EDUCATION AND TRAINING

School	Name and Location of School	Course Of Study	No. Years Completed	Did you Graduate?	Degree or Diploma
High					
Trade or Business					
College					
Other					

Other special training or skills (languages, machine operation, etc.)

EMPLOYMENT HISTORY (list below last three employers, starting with last one first)

Company Name	Employed (state Month and Year) From To
Address & Telephone	Pay or Salary
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Employed (state Month and Year) From To
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MILITARY SERVICE RECORD

Have you served in the U.S. Armed Forces? Yes No

Date of Entry _____ Branch of Service _____

Date of Discharge _____ Final Rank _____

Indicate service school attended or special training received _____

REFERENCES

Name and Address (Do not list Relatives or Former Employers)	Telephone	Years Known	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL

Circle either Yes or No

- May we contact your current employer for references? Yes No
- If hired, will you be able to work overtime? Yes No
- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? Yes No
- Have you ever been convicted of any crime, (excluding convictions for marijuana related offenses for personal use more than two years old, convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by court? (Note: A Yes response does not automatically disqualify your applications.) Yes No
- If Yes, please explain:

CERTIFICATION & AUTHORIZATION

The previous information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment with Greenwood & Moore, Inc., I shall be subject to dismissal, if any information that I have given is this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize Greenwood & Moore, Inc. to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to Greenwood & Moore, Inc. and will hold Greenwood & Moore, Inc. and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Greenwood & Moore, Inc. to obtain any credit and consumer check. I understand that Greenwood & Moore, Inc. will provide a separate Disclosure and Release form required by law that will permit Greenwood & Moore, Inc. to make such inquires through the services of a third party.

I understand that nothing in the employment application, the granting of an interview or my subsequent employment with Greenwood & Moore, Inc. is intended to create an employment contract between myself and Greenwood & Moore, Inc under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by Greenwood & Moore, Inc. or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document (s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature: _____

Date: _____