



INDUSTRIAL DESIGN & CONSTRUCTION, INC.
APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Type or print legibly. Each question must be fully and accurately answered; do not refer to an attached resume. **Applications are considered incomplete without your signature.** Information is kept in strict confidence.

Today's Date _____ HR Code or how you learned of position _____

Position applying for _____ City & State where seeking position _____
 (be specific, i.e. receptionist, engineer, CAD technician, programmer, etc.)

A. PERSONAL INFORMATION

Social Security # _____ Home Ph # (_____) _____

E-mail _____ Other Ph # (_____) _____ Fax Ph # (_____) _____

Name (last) _____ (first) _____ (middle) _____

Present Address _____
 Street, Apt # _____ City _____ State _____ ZIP Code _____

Permanent Address _____
 Street, Apt # _____ City _____ State _____ ZIP Code _____

Are you legally entitled to work in the United States? **yes** **no**. Note: Some positions may require employees to be US citizens, when required by law, regulation or executive order; a federal, state or local government contract; or when the US Attorney General determines that US citizenship is essential for doing business with an agency or department of the federal, state or local government.

I HAVE NOT [] or I HAVE [] been convicted of or pleaded guilty to or no contest (nolo contendere) to any felony; to any misdemeanor; or to any crimes involving drugs, assaultive or combative behavior; or to any theft, which has not been sealed, expunged, or statutorily eradicated within the last 7 years. Convictions include any pleas, verdicts or findings of guilt regardless of whether a court imposed sentence or not. If you checked - **I have** -, you will not automatically be excluded from consideration for employment, but please briefly explain: _____

Do you hold a current driver's license? **yes** **no** DL# _____ State _____

I was referred to IDC by (name) _____

Have you ever worked for/applied for work with this company before? Worked? **yes** **no** Applied? **yes** **no**
 Location _____ Date(s) _____

B. EMPLOYMENT DESIRED

What employment status are you seeking? Full Time Part Time

Desired wage or salary _____ Earliest date you can start: _____

| C. EDUCATION | NAME & LOCATION OF SCHOOL | DID YOU GRADUATE? | SUBJECTS STUDIED, DIPLOMA OR DEGREE RECEIVED |
|---|---------------------------|---|--|
| High School | | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| College, Trade, Business or Technical Schools | | <input type="checkbox"/> yes Date: _____ <input type="checkbox"/> no | |
| | | <input type="checkbox"/> yes Date: _____ <input type="checkbox"/> no | |

D. EXPERIENCE & SKILLS

Job-related Skills _____

Engineer/Architect/Surveyor in training **yes** **no** Certified Engineer/Architect/Engineering Technician **yes** **no**

Professional Registration/License(s): Type: _____ State: _____ Reg # _____ Yr Rcvd _____ Expires: _____
 Type: _____ State: _____ Reg # _____ Yr Rcvd _____ Expires: _____
 Type: _____ State: _____ Reg # _____ Yr Rcvd _____ Expires: _____

Professional Society Memberships _____

Date _____
 Last Name _____
 First Name _____

YOUR NAME: _____

E. EMPLOYMENT RECORD

Are you currently employed? yes no

If yes, may we inquire of your present employer? yes no

Past employer(s)? yes no

| <i>Mo/Yr/Salary (most recent 1st)</i> | <i>NAME, TELEPHONE #, ADDRESS OF EMPLOYER</i> | <i>POSITION</i> | <i>REASON FOR LEAVING</i> |
|--|---|-----------------|---------------------------|
| FROM TO Salary: | Ph #: Supervisor's Name: | | |
| FROM TO Salary: | Ph #: Supervisor's Name: | | |
| FROM TO Salary: | Ph #: Supervisor's Name: | | |

F. PROFESSIONAL REFERENCES

For reference checking, please provide the names of three people, who are not relatives and who have known you or worked with you for at least one year.

| <i>NAME</i> | <i>COMPANY NAME & ADDRESS</i> | <i>TYPE OF BUSINESS & BUSINESS TELEPHONE</i> | <i>YEARS ACQUAINTED</i> |
|-------------|-----------------------------------|--|-------------------------|
| | | | |
| | | | |
| | | | |

G. AGREEMENT AND SIGNATURE

I certify that the answers given by me to the foregoing questions and statements are true and correct without omissions of any kind whatsoever. I agree that the company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this application. I also authorize the companies, schools, agencies, authorities or persons named above to give any information regarding my employment, character and qualifications and to verify any information provided by me in this application. I hereby release said companies, schools, agencies, authorities or persons from all liability for any damage from issuing this information. I understand that any misleading or incorrect statements may render this application void and if employed, would be cause for termination. I recognize that my employment can be terminated, at the discretion of the Company or at my option, without notice, at any time, except as specifically set forth in writing in a current employment agreement signed by the president. I also understand that no representative of the Company has authority to enter into any employment agreement for any specified period of time or to assure me of any future position, benefits or terms and conditions of employment, except as specifically stated in a current written agreement signed by the president. An offer of employment with IDC is contingent upon successfully passing a drug/alcohol-screening test. This may not apply in California. IDC offers equal employment opportunity to all based on individual merit and does not unlawfully discriminate because of race, color, religion, national origin, gender and/or sexual orientation, marital status, age, veteran status, disability or any other protected class. This application is valid for only ninety (90) days from the date signed. If I wish to be considered for job openings more than ninety (90) days from the date signed, I will submit a new application. I understand that a faxed application signature is acceptable now, but that I may be required to sign and date an original application at any time.

I have read, understand and agree with the above statements: yes no

Signature _____ Date _____



IDC VOLUNTARY AFFIRMATIVE ACTION FORM

U.S. Federal and state laws require that IDC, as a government contractor, provide information related to an applicant's veteran, gender and ethnic status. This information is collected for governmental reporting purposes only and will be kept in a confidential file and will not be used in the hiring process.

PLEASE PRINT.

Date _____ HR Code to which you are Applying _____

Name (last) _____ (first) _____ (middle initial) _____

Social Security # _____ Position Applied For _____ City applied to _____

- 1. **Please indicate your gender:** Female Male
- 2. **Please indicate your veteran status, if any** (check all that apply-see definitions below)

- I am not a veteran of any war.
- I am a Vietnam Era Veteran. (definition below)
- I qualify as a Special Disabled Veteran. (definition below)
- I qualify as an Other Veteran.

3. Please indicate your ethnic group:

- American Indian or Alaskan Native:** persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community attachment.
- Asian:** persons 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.
- Black or African American:** not of Hispanic origin: persons having origins in any of the Black racial groups of Africa.
- Hispanic or Latino (all races):** persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander:** persons having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific islands.
- White:** persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

VETERAN DEFINITIONS: Honorably separated veterans who qualify for one of the following categories:

“Veteran of the Vietnam Era” refers to a person who served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 and May 7, 1975, in all other cases. The term “special disabled veteran” refers to a veteran 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 Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.) If you are a veteran, but do not qualify as a Vietnam Era Veteran or Special Disabled Veteran, mark “Other Veteran”. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are consistent with the Readjustment Act and other laws and will be kept confidential except for legitimate purposes, such as to inform supervisors of work restrictions, necessary accommodations and for first aid/emergency treatment.

Signature