

# ASSOCIATED DESIGN GROUP, INC.

Civil • Structural / Design Consultants

An Equal Opportunity Employer

## Application for Employment

Last Name	First Name	Middle Name
Address	City	State & Zip
Home Telephone Number	Other Contact Number Type of No.	Social Security Number
Drivers License Number	Issuance State	Expiration Date

How were you referred for employment at ADG?		
Are You at least 18 Yrs of Age?	Yes _____	No _____
Have you ever been employed with ADG before?	If Yes, what were the dates	From: _____ To: _____
Yes _____ No _____		
Are You Currently Employed?	Yes _____ No _____	
With Whom:		
May We Contact Your Present Employer	Yes _____ No _____	
Are You Legal Citizen of the United States of America?	Yes _____ No _____	
<i>NOTE: Proof of Citizenship will be required upon employment</i>		
On what date will you available for work?		
Are You Available to Work: Full Time _____ Part Time _____		
What Are Your Hourly Wage/Salary Expectations \$ _____ Hr/Yr		
Can You Travel If a Job Requires It?	Yes _____ No _____	
Have You Been Convicted of A Felony within the Last 7 Years?	Yes _____ No _____	
If Yes, Please Explain:		

# Education

Complete only if resume is not attached

	Name and City of School	Course of Study	Years Attended		Diploma/Degree
			From	To	
Vocational/Trade School					
Tech. Institute					
University/College					
Post Graduate					
Certificates					

Professional Memberships: Name of Society _____ Member Since _____	Professional Memberships: Name of Society: _____ Member Since: _____
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Registrations/Licenses: Name: _____ State: _____ Exp. Date _____	Registrations/Licenses: Name: _____ State: _____ Exp. Date: _____
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Do You Speak/Read/Write Any Foreign Languages?  
 If So How Fluent:

Describe any Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities

Describe any job-related training received in the United States Military

# Employment Experience

Start with your present or last Job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected information. Continue on the back of this page if necessary.

Employer:	Duties	Dates Employed	
		From	To
Address:			
Telephone Number			
Job Title	Reason For Leaving:		
Employer:	Duties	Dates Employed	
		From	To
Address:			
Telephone Number			
Job Title	Reason For Leaving:		
Employer:	Duties	Dates Employed	
		From	To
Address:			
Telephone Number			
Job Title	Reason For Leaving:		

## Additional Information:

Specialized Skills

Computer and Office Skills

*A=Advanced, I=Intermediate, B=Beginner*

MS Word_____	MS Excel_____	MS Outlook_____
MS PowerPoint_____	Photoshop_____	Hydraflow_____
AutoCAD_____	DayStar Structural Office	Woodworks Design Suite_____
Multiframe 4.0_____	Chief Architect_____	

Survey, Lab, Observation Skills

Construction Layout Surveys\_\_\_\_\_

Property Research\_\_\_\_\_

Topographical Surveys\_\_\_\_\_

Boundary Surveys\_\_\_\_\_

Preparation of Survey Documents\_\_\_\_\_

**Other** (please list any other skill you feel qualifies you for this job):

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References

Name	Occupation:	Phone No.	
Address		Years known	Relationship
Name	Occupation:	Phone No.	
Address		Years known	Relationship
Name	Occupation:	Phone No.	
Address		Years known	Relationship

I certify that the facts contained in this application are true and complete to the best of my knowledge, information and belief, and I understand that if I am employed, that falsified statements contained in this application shall be grounds for immediate dismissal.

I authorize, Associated Design Group, Inc., to investigate all statements contained herein and the references above; and to conduct, order, and acquire any background information regarding me, which the Company deems to be appropriate.

I understand and agree that if employed, my employment with ADG is "At Will" and may be terminated, by the company or by me, at any time, with or without prior notice, for any reason whatsoever or for no reason, and that the nature of my employment cannot be modified except in writing by the President of the ADG.

Signature of Applicant	Date
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