

## APPLICATION FOR EMPLOYMENT

ELEMENT is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, general, national origin, age, disability, veteran status, or any other status protected under local, state, or federal law. Applicants needing a disability accommodation to complete the application or selection process must contact Human Resources.

Position Applied	Desired Rate or Salary	Date of Application
Name (First, Middle, Last)		
Address		
Phone Number	Email Address	

How Did You Hear About Us?

- LinkedIn  
  Recruiter  
  School  
  Publication  
  Employment Agency  
 Element Employee \_\_\_\_\_  
  Other \_\_\_\_\_

**Are you legally eligible to work anywhere in the United States?**  Yes  No

*Proof of eligibility will be required with any offer of employment.*

Are you at least 18 years of age?  Yes  No

Can you, with or without reasonable accommodation, perform the essential functions of this job?

- Yes  No    *If you have questions about the essential functions of the job, please ask our Human Resources representative before answering this question. You will be provided a job description as part of the interview process.*

Have you ever applied to ELEMENT?  Yes  No

Have you ever worked for ELEMENT?  Yes  No

Have you been convicted of a felony in the past 10 years?  Yes  No

Do you have a valid driver license? *Required for driving positions only.*  Yes  No

List any special endorsements \_\_\_\_\_

Have you been convicted of any moving violations in the past five years? *Required for driving positions only.*

- Yes  No    If yes, explain. \_\_\_\_\_

Is anyone related to you employed at ELEMENT?  Yes  No

If yes, provide name(s) and relationship to you. \_\_\_\_\_

Have you ever been fired, asked to resign, or accepted a resignation in lieu of termination?  Yes  No  
 If yes, explain. \_\_\_\_\_

What is the earliest date you are available to work for ELEMENT? \_\_\_\_\_

**EDUCATION**

Level	Name and Location of School	Course of Study or Major	Total Years Attended	Diploma* or Degree
High School				
College				
Graduate				
Vocational				

\*GED is considered a High School Diploma

List any academic honors, scholarships extracurricular activities, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disability, or veteran status.)

Describe any specialized training, apprenticeships, licenses, or skills you have received / earned.

Have you received any US military training that specifically relates to the position for which you are applying?  
 Yes  No If yes, provide date(s) and explanation(s) \_\_\_\_\_

**EMPLOYMENT HISTORY**

Begin with current or most recent employer. Do not exclude employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Element.

Company	Dates Employed	Position / Title
Company Address / Phone		
Responsibilities		
Reason for leaving	Supervisor's Name / Title	
Company	Dates Employed	Position / Title
Company Address / Phone		

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Responsibilities		
Reason for leaving	Supervisor's Name / Title	

Provide any other information that you feel will help us consider your application for employment.

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**REFERENCES**

List three persons, unrelated and not a previous supervisor, who can provide a professional reference.

Name	Relationship and/or Occupation	Years Known	Phone

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

*Please read carefully before signing.*

I hereby certify that all information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that falsifying, misrepresenting, or omitting any facts in these documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery, including after hire.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Element Engineering Group, LLC, such employment is 'at will.'

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

Name and number of person completing this form if other than applicant.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

**ELEMENT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.  
ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE,  
COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR ANY  
OTHER STATUS PROTECTED BY LAW.**