

## 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 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	City	Zip Code
Phone Number	E-Mail 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 with 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 or participated in a pretrial diversion program in the past 10 years?

☐ Yes ☐ No

If yes, explain, include year and offense.

\_\_\_\_\_

Do you have a valid driver's 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 that 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 your 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	Rate of Pay
Company Address / Phone			
Responsibilities			
Reason for leaving	Supervisor's Name / Title		

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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 non-relations, preferably supervisory level, 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 the 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.**