



## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION: (PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_  
(First) (Last) (Middle)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EMPLOYMENT DESIRED:

<b><u>Position Applying for:</u></b> <b><u>Salary Desired:</u></b>	<b><u>Start Date:</u></b>
<b><u>Are you employed now?</u></b>	<b><u>May we contact your employer?</u></b>
<b><u>Ever applied to this company before?</u></b>	<b><u>If so, when?</u></b>
<b><u>Are you related to anyone employed at Cook Engineering, Inc.?</u></b>	<b><u>Were you referred by anyone?</u></b>

Qualifications for the position applying for: \_\_\_\_\_

Do you have any training certifications? \_\_\_\_\_  
(Include OSHA Certs, First Aid, and other qualified construction Certification if applicable)

Are you at least 18 years or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have the ability, with or without reasonable accommodations, to perform the essential functions of the job for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

If No, describe the functions that cannot be performed \_\_\_\_\_

What languages do you speak fluently? \_\_\_\_\_

**CAPABILITY / RELIABILITY:**

Will you abide by the safety rules of this company? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been disciplined for violating company safety rules or regulations? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If Yes, please explain \_\_\_\_\_

Have you ever been fired, or asked to resign from a job? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If Yes, please explain \_\_\_\_\_

**EDUCATION:**

Name & Address of High School	Circle Highest Grade Complete	Graduate? Please Circle	Courses Studied
Name: Address/Location:	9 10 11 12	YES or NO	Diploma:

Name & Address of College	Enter Number of Years Completed	Graduate? Please Circle	
Name: Address/Location:		YES or NO	Minor: Major: Diploma:

Name & Address of Trade School	Number of months attended	Graduate? Please Circle	
Name: Address/Location:	_____	YES or NO	Diploma or Certificates:

**WORK HISTORY:**

(List names of employers in consecutive order with present or last employer listed first. . If self-employed, give firm name and supply business references)

List Date Month & Year	Name & Address of Employer	Position	Reason for Leaving
From: To:	Name: Address: Telephone #:		

Below describe duties performed, skills used/learned, advancements/promotions earned:  
 \_\_\_\_\_

**WORK HISTORY (Continued):**

(List names of employers in consecutive order with present or last employer listed first. . If self-employed, give firm name and supply business references)

List Date Month & Year	Name & Address of Employer	Position	Reason for Leaving
From:	Name:		
To:	Address:		
	Telephone #:		

Below describe duties performed, skills used/learned, advancements/promotions earned:

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List Date Month & Year	Name & Address of Employer	Position	Reason for Leaving
From:	Name:		
To:	Address:		
	Telephone #:		

Below describe duties performed, skills used/learned, advancements/promotions earned:

**GIVE THREE REFERENCES, NOT RELATIVES OR FORMER EMPLOYERS**

_____	_____	_____
Name	Address	Phone Number
_____	_____	_____
Name	Address	Phone Number
_____	_____	_____
Name	Address	Phone Number

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize Cook General Engineering, Inc., to contact any company or individual it deems appropriate to investigate my employment history, character, qualifications and education and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation.

I agree that, if I am employed, I will abide by all the rules and regulations of the Cook General Engineering, Inc. I also understand that my employment is at-will and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

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

**Date** \_\_\_\_\_