



APPLICATION FOR EMPLOYMENT

Analytical Engineering, Inc.

EQUAL OPPORTUNITY EMPLOYER

PLEASE READ CAREFULLY

All information will be treated confidentially. Please answer all questions as completely as possible. The use of this form does not indicate that there are positions open and does not obligate you or Analytical Engineering, Inc. Analytical Engineering, Inc. does not discriminate in employment on the basis of race, sex, age, religion, color, or national origin.

Name _____ Date _____

Address _____

Phone _____ Email _____

Position(s) applying for _____

Other position or types of work for which you feel you are qualified _____

Full-Time Part-Time If desiring part-time, days & hours available _____

Salary Requirement _____ Date available to begin work _____

Social Security Number _____

Are you legally eligible for employment in the United States? Yes No

If yes, how? U.S. Citizen Visa Type _____

Are you over the age of 18? Yes No



Have you ever applied at this company before? Yes No
If yes, please state: Date _____ Outcome _____

Does Analytical Engineering, Inc. currently employ any of your relatives? Yes No
If yes, please state: Name _____ Relationship _____

Is there anything that might interfere with your ability to safely and efficiently perform all duties of the job for which you are applying? Yes No

Do you smoke or use other tobacco products? Yes No

Is there any reason why you could not abide by our policy of no smoking or use of other tobacco products inside the Analytical Engineering, Inc. facility? Yes No

Have you ever been known by any other name(s) which Analytical Engineering, Inc. will require to verify any of the information contained in this application? Yes No

If yes, give name(s) and identify the related school, employer, etc. _____

Please list any state in which you have previously resided: _____

Have you ever held a supervisory position? Yes No

If yes, where? _____

No. of employees supervised _____



EMPLOYMENT RECORD

List your current or most recent employer first and indicate a continuous record of employment for the last ten years or from the time you left school. (Please add a supplementary sheet if additional space is required.)

Name of Employer			Phone
Employed (mm/yy)	Salary - Starting	Salary - At Termination (or present)	Name of Supervisor
From	To		
Job Title and Duties		Reason for Leaving	

Name of Employer			Phone
Employed (mm/yy)	Salary - Starting	Salary - At Termination (or present)	Name of Supervisor
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Name of Employer			Phone
Employed (mm/yy)	Salary - Starting	Salary - At Termination (or present)	Name of Supervisor
From	To		
Job Title and Duties		Reason for Leaving	

If currently employed, may we contact your employer at this time for a reference? Yes No

How were you referred to Analytical Engineering, Inc.?

Voluntary Want Ad St. Employment Office Private Employment Agency

Other Please explain: _____



EDUCATION

Circle highest grade for High School completed: 9 10 11 12

List all schools attended: technical/vocational, college, business, military, etc.

School	Did you Graduate?	Certification or Degree Received	Major Subjects
Name _____ City/State _____	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name _____ City/State _____	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name _____ City/State _____	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name _____ City/State _____	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please provide a transcript of your highest academic level completed.

SPECIALIZED TRAINING/SKILLS

List all current licenses and/or areas of certification (if not indicated above). _____

List all equipment (office, trade, or laboratory) that you operate proficiently. _____

List any training, skills, aptitudes, and qualifications which you feel are relevant to the type of employment you are seeking at Analytical Engineering, Inc.



REFERENCES

Please list three business references whom we may contact:

Name	Address	Phone # / Email	Relationship

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, state date, place, and nature of each conviction _____

*** Conviction will not automatically prohibit employment.**

MILITARY RECORD

Have you ever served in the armed forces? Yes No

If yes, what branch? _____ Date of active service? From _____ To _____

Rank at Discharge _____

INVITATION TO VIETNAM ERA VETERANS AND DISABLED VETERANS

The following information is requested to assist us in determining those applicants that qualify as a veteran of the Vietnam Era and/or disabled veteran under Section 402 of the Vietnam Era Veterans Readjustment Assistance Act. Qualified veterans will be given consideration for employment under our affirmative action plan. Provision of the information is voluntary and choosing not to provide it will not result in any adverse treatment.

Date of discharge _____ Type of discharge _____

Are you a disabled veteran? Yes No If yes, indicate percentage of disability _____

and describe the nature of your disability _____



PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by Analytical Engineering, Inc.

I understand and agree that all information furnished in this application may be verified by Analytical Engineering, Inc. I also understand that any employment may be subject to a satisfactory check of references and satisfactory results of a **pre-employment physical, background check, credit report check, and drug screening test**. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give Analytical Engineering, Inc. all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and Analytical Engineering, Inc. from any liability for any claim or damage which may result.

I understand that should I be hired by Analytical Engineering, Inc., as outlined in the Analytical Engineering, Inc. Employee Handbook, my employment relationship with AEI is at will, meaning that it can be terminated at any time with or without notice and with or without cause. This agreement is also binding for any AEI subsidiary, successor, or assigns.

Signature _____ Date _____