

**McCord Engineering, Inc.  
916 Southwest Parkway East  
College Station, Texas 77840**

**APPLICATION FOR EMPLOYMENT**

Application Date: \_\_\_\_\_

**IDENTIFICATION:**

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

Address (Include Zip): \_\_\_\_\_  
\_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work or Alternate Number (\_\_\_\_) \_\_\_\_\_

Drivers License No. & State: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

\*Marital Status: \_\_\_\_\_ \*Spouse's Name: \_\_\_\_\_

\*Spouse's Employment: \_\_\_\_\_

\*Number of Children and Names and Ages: \_\_\_\_\_

**PERSONAL:**

Title of Specific Job for which you are applying: \_\_\_\_\_

Employment Desired:

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ (If part time, list days and hours that you can work)

\_\_\_\_\_

If a student, what is your class schedule: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

Circle last year completed: High School: 1 2 3 4 College: 1 2 3 4 5 6 7 8

High School \_\_\_\_\_ Diploma: Yes \_\_\_\_\_ No \_\_\_\_\_

High School located in: City \_\_\_\_\_ State \_\_\_\_\_

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College or University \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Degree \_\_\_\_\_ Grade Average: Overall \_\_\_\_\_ Major \_\_\_\_\_

Anticipated Date of Graduation (If not already): \_\_\_\_\_  
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Business or Technical School: \_\_\_\_\_ Graduated? \_\_\_\_\_

Other (Include Special Training, Military Courses and Apprenticeships completed)  
\_\_\_\_\_  
\_\_\_\_\_

Salary Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_

**\*Submission of this information is voluntary**

Can you travel if a job requires it? \_\_\_\_\_

Office Machines and/or Equipment Operated: \_\_\_\_\_

Typing – WPM \_\_\_\_\_

Drafting Work: \_\_\_\_\_

Surveying Work: \_\_\_\_\_

Computer Programming Work (Languages): \_\_\_\_\_

Spread Sheet Work: \_\_\_\_\_

Word Processing Experience: \_\_\_\_\_

Electric Power Distribution Work: \_\_\_\_\_

Have you ever been convicted of a crime? The term "convicted" shall be interpreted to include all forms of probation. (A conviction does not automatically mean you will not be offered a job.) If yes, state the nature of the crime, time, place, sentence, and all other details.

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined for being under the influence of drugs or alcohol or for the possession or use of alcohol or drugs? If yes, give details.

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined for fighting or assault? If yes, give details.

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined for failure to follow absence procedures? If yes, give details.

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined for insubordination? If yes, give details.

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a habitual smoker?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of this job (if applying for a field position) with or without reasonable accommodations?

Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES:**

Persons familiar with your work or academic background - list three (3):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

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

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

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

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

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

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In Case of Emergency, Notify: \_\_\_\_\_

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**EMPLOYMENT DATA**

**LIST EMPLOYERS BEGINNING WITH PRESENT OR MOST RECENT:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Kind of Business: \_\_\_\_\_

Date Employed FROM Month/Year \_\_\_\_\_ TO Month/Year \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Starting Salary per month: \_\_\_\_\_ Final Salary \_\_\_\_\_

If still employed, may we contact present employer? \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

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Reason(s) for Leaving or desiring to change: \_\_\_\_\_

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What do/did you like most about your job? \_\_\_\_\_

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What do/did you least enjoy? \_\_\_\_\_

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Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_  
Date Employed FROM Month/Year \_\_\_\_\_ TO Month/Year \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Starting Salary per month: \_\_\_\_\_ Final Salary \_\_\_\_\_  
If still employed, may we contact present employer? \_\_\_\_\_  
Describe your responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason(s) for Leaving or desiring to change: \_\_\_\_\_  
\_\_\_\_\_  
What do/did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_  
What do/did you least enjoy? \_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_  
Date Employed FROM Month/Year \_\_\_\_\_ TO Month/Year \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Starting Salary per month: \_\_\_\_\_ Final Salary \_\_\_\_\_  
If still employed, may we contact present employer? \_\_\_\_\_  
Describe your responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason(s) for Leaving or desiring to change: \_\_\_\_\_  
\_\_\_\_\_  
What do/did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_  
What do/did you least enjoy? \_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_  
Date Employed FROM Month/Year \_\_\_\_\_ TO Month/Year \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Starting Salary per month: \_\_\_\_\_ Final Salary \_\_\_\_\_  
If still employed, may we contact present employer? \_\_\_\_\_  
Describe your responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason(s) for Leaving or desiring to change: \_\_\_\_\_  
\_\_\_\_\_  
What do/did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_  
What do/did you least enjoy? \_\_\_\_\_  
\_\_\_\_\_

MEI is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of protected classification.

I understand that this application will be given every consideration, but its receipt does not imply that I will be employed. I authorize the firm or its duly authorized representative, to verify all statements contained in this application and to conduct any credit or background investigations deemed necessary.

In the event of my appointment to a position, I shall conform to firm policies and procedures. Should I accept a position with the firm, I will have the right to terminate my employment at any time for any reason. I agree that the firm reserves the same right.

It is understood and agreed that any misrepresentation, omission or false statement by me in this application will be sufficient cause for cancellation of consideration for employment or separation from the firm's service if I have been employed.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_