



MCCORD ENGINEERING, INC APPLICATION FORM

916 Southwest Pkwy E, College Station, TX 77840

SECTION 1: PERSONAL INFORMATION

Name (First, Middle, Last):		*Date of Birth:	
*Social Security No:		*Drivers License No. & State	
Application Date:			
Address (Include Zip):			
Email Address:			
Phone Number:		Work or Alt Number:	

Submission of this information is voluntary

SECTION 2: EMPLOYMENT DESIRED

Position Applied For:			
Salary Desired:		Start Date:	
Are You Employed Now?	☐ Yes ☐ No		
	☐ Permanent ☐ Temporary		
Employment Desired?	☐ Full Time ☐ Part Time		
	☐ Contract Labor		
If part time, list weekly availability:			
Are you legally allowed to work in the United States?	☐ Yes ☐ No		
Can you travel if the job requires it? :	☐ Yes ☐ No		

SECTION 3: EDUCATION HISTORY

HIGH SCHOOL

Name & Location	Years Attended	Diploma (Yes or No)

COLLEGE OR UNIVERSITY

Name & Location	Major/Minor	Degree	Graduation Date

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TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL			
Name & Location	Major/Minor	Degree	Graduation Date

MILITARY OR SPECIAL TRAINING	
Subject of Special Study/Research Work:	
Special Training:	Special Skills:
U.S. Military or Naval Service: ☐ Yes ☐ No If yes, rank: _____	

SECTION 4: TECHNICAL SKILLS EXPERIENCE	
Typing- WPM:	
Drafting Work:	
AutoCAD Work:	
Substation Experience:	
Surveying Work:	
Computer Programming Work (Languages):	
Spreadsheet Work:	
Word Processing Work:	
Electric Power Distribution Work:	

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SECTION 5: DISCIPLINARY BACKGROUND

Have you ever been convicted of a crime, including probation? If yes, please explain with details such as the nature, date, location, and outcome.

☐ Yes

☐ No

Have you ever been disciplined for drug or alcohol use or possession? If yes, provide 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 able to perform the essential functions of this job?

☐ Yes

☐ No

If you answered no to the previous question, will you require any special accommodations? If yes, give details.

☐ Yes

☐ No

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SECTION 6: WORK EXPERIENCE

(List employees beginning with present or most recent)

JOB EXPERIENCE 1

Name & Address:

Date Employed:

Position:

Job Responsibilities:

Starting & Ending
Salary:

Reasons For Leaving:

What do/did you
like most about
your job?

What do/did you
least enjoy?

May we contact your
present/previous employer?

☐ Yes

☐ No

JOB EXPERIENCE 2

Name & Address:

Date Employed:

Position:

Job Responsibilities:

Starting & Ending
Salary:

Reasons For Leaving:

What do/did you
like most about
your job?

What do/did you
least enjoy?

May we contact your
present/previous employer?

☐ Yes

☐ No

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JOB EXPERIENCE 3

Name & Address:

Date Employed:

Position:

Job Responsibilities:

Starting & Ending
Salary:

Reasons For Leaving:

What do/did you
like most about
your job?

What do/did you
least enjoy?

May we contact your
present/previous employer?

☐ Yes

☐ No

JOB EXPERIENCE 4

Name & Address:

Date Employed:

Position:

Job Responsibilities:

Starting & Ending
Salary:

Reasons For Leaving:

What do/did you
like most about
your job?

What do/did you
least enjoy?

May we contact your
present/previous employer?

☐ Yes

☐ No

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SECTION 7: REFERENCES

NAME	PHONE	COMPANY	POSITION

SECTION 8: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

APPLICANT STATEMENT

☐ I acknowledge that the information provided herein is true and correct to the best of my knowledge.

☐ I consent to the employer conducting background checks.

☐ I understand that employment is at-will.

MEI is an equal opportunity employer and does not discriminate based on any protected classification. I understand that submitting this application does not guarantee employment.

Signature of Applicant

Date

OFFICIAL USE ONLY

INTERVIEWER'S REMARKS

Date: _____

Interviewed by: _____

Recommendation: _____

APPROVALS

Employment Manager Signature

Date

Instructions for Applicants:

- Complete all sections fully and accurately; attach additional sheets if needed.
- Sign, date, and return the application to the HR department.