



R. E. WARNER

ENGINEERS | ARCHITECTS | SURVEYORS

# Employment Application

25777 Detroit Road, Suite 200  
Westlake, Ohio 44145  
Phone (440) 835-9400  
Fax (440) 835-9474

R.E. Warner & Associates, Inc. is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

**TO BE CONSIDERED FOR EMPLOYMENT:** 1) Fill out application completely and answer every question fully; 2) do not use "refer to resume"; and 3) be sure to sign and date the application.

## PERSONAL INFORMATION

Last Name	First Name	M.I.	Date
Address	City	State	Zip
Other Last Names Used	If hired, will you be able to submit verification of your right to work in the U.S at time of hire? Yes <input type="checkbox"/> No <input type="checkbox"/>		Phone - Day
			Phone - Evening

## TYPE OF WORK DESIRED

First Choice	Second Choice	Salary Requirement	Date Available to Start
If the position requires, can you provide both a valid drivers license and proof of insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>		Referred by:	
<b>If interested in summer work, check ONLY this box</b> <input type="checkbox"/>	Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Part Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Weekends <input type="checkbox"/> Yes <input type="checkbox"/> No
Otherwise, if required, are you available to work:	Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No	Holidays <input type="checkbox"/> Yes <input type="checkbox"/> No	

## EDUCATION

Name of School, City & State	Degree or Major/Minor	GPA
High School		
Bus/Tech School		
College/University		
College/University		
Military/Other		
Percent of college expenses earned	Professional Registrations/Licenses Held or Pursuing	

## TEST RESULTS (Answer only for tests taken in the last 5 years)

Scholastic Aptitude Test (SAT):	Verbal	Math	Composite
American College Testing Program (ACT):	Verbal	Math	Composite
Professional Engineer (PE):	Engineer In Training (EIT):		
Professional Surveyor (PS):	Surveyor In Training (SIT):		
Other Courses or Training Related to Work Desired			

Scholastic Honors and Scholarships
Other Job Related Activities (e.g. memberships) That May Prove Beneficial to Your Work
Special Skills and Abilities

### REFERENCES *(not related to you and not previous employers)*

Name & Address	Phone Number
Name & Address	Phone Number
Name & Address	Phone Number

### EMPLOYMENT HISTORY

List your present and most recent employer first. Include periods of time for the past ten (10) years whether employed or unemployed, including volunteer work and active military service (use additional forms, if necessary). **DO NOT USE "REFER TO RESUME."**

Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Current/Ending Position	Starting Wage	
Description of Your Current Work		Current/Ending Wage	
		Reason for Leaving	
Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Current/Ending Position	Starting Wage	
Description of Your Current Work		Current/Ending Wage	
		Reason for Leaving	
Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Current/Ending Position	Starting Wage	
Description of Your Current Work		Current/Ending Wage	
		Reason for Leaving	
May we contact your present employer?		May we contact your past employer(s)?	

## SERVICE RECORD

Branch of Service	Discharge Date & Rank*
Present Membership National Guard/Reserves	Date Obligation Ends
<i>*You must attach discharge papers or other proof of service to receive credit</i>	

## ADDITIONAL INFORMATION

Do you have any relatives who are currently employed by R.E. Warner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name	Relationship
Have you ever filed an application with R.E. Warner & Associates before?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been employed with R.E. Warner & Associates before?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently on lay-off status and subject to "recall"?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Can you travel if the job requires it?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
State any other information that might be helpful in considering this application which is not apparent elsewhere:			

## APPLICANT STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I release all schools, employers and others listed in this application from any liabilities and damages relating to responses made in any such investigation.

This application for employment shall be considered active for a period of 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that any employment relationship with R. E. Warner & Associates, Inc. is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause, and that employment will be for no definite period of time. It is further understood that this "at will" employment relationship may not be changed by any written document, oral statement, or by conduct unless such change is specifically acknowledged in writing by an authorized executive of R. E. Warner & Associates, Inc.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I understand, also, that I am required to abide by all rules and regulations of R. E. Warner & Associates, Inc.

SIGNATURE: \_\_\_\_\_

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



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## VOLUNTARY DISCLOSURE FORM

R.E. Warner & Associates, Inc. is a Government Contractor subject to Executive Order 11246; as amended, Section 503 of the Vocational Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veteran's Act of 1974, including their implementing regulations found at 41 CFR 60-741 and 41 CFR 60-250 respectively.

To meet government reporting requirements, applicants are requested to complete this data sheet. Information will be used solely for government reporting purposes. It will not be used as selection criteria and will be treated as personal and confidential.

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

Position applied for: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Ethnic Identification: \_\_\_\_\_ American Indian  
\_\_\_\_\_ Native Hawaiian of Other Pacific Islander  
\_\_\_\_\_ Black or African American  
\_\_\_\_\_ Asian  
\_\_\_\_\_ Hispanic or Latino  
\_\_\_\_\_ White  
\_\_\_\_\_ Other

Veteran Status: \_\_\_\_\_ WWII  
\_\_\_\_\_ Korean  
\_\_\_\_\_ Vietnam  
\_\_\_\_\_ Disabled

Referral Source:  
\_\_\_\_\_ Walk- in  
\_\_\_\_\_ Job Posting  
Other \_\_\_\_\_