



Applicant Questionnaire

Name: _____

- 1. Are you telephone accessible? [] Yes [] No
2. Do you have reliable transportation? [] Yes [] No

(COMPLETE THE FOLLOWING SECTION ONLY IF THE JOB YOU ARE APPLYING FOR REQUIRES YOU TO DRIVE YOUR VEHICLE.)

- 2a. If the assignment you are applying for involves driving a motor vehicle, will you release your driving record (MVR) to us for review? [] Yes [] No
2b. If yes to 2a, do you have your own vehicle? [] Yes [] No
2c. If yes to 2b, will you provide us your personal automobile insurance ID card? [] Yes [] No
3. Do you have your work status information to complete form I-9? [] Yes [] No
4. What job(s) are you applying for?
5. What areas are you willing to work?
6. What is the pay rate?
7. Do you have current and valid credentials, licenses and permits to fill the position for which you are applying? [] Yes [] No
8. Are you willing to take a drug test according to our policy? [] Yes [] No
9. Will you release your background information inclusive of criminal records? [] Yes [] No

Applicant Signature

Date



APPLICATION DISCLOSURE STATEMENT

I hereby declare that all statements contained in this application are true and correct and understand that false or inaccurate information in the application will be the basis for termination.

I hereby authorize **Phoenix Engineering** to investigate my background inclusive of criminal records and verify this information. I understand that if employed, my employment will not be for any fixed period of time and may be terminated by the company at any time.

I also authorize **Phoenix Engineering** to release the information contained herein and its findings and work history of my employment to other firms or persons upon request. I also understand and agree that I may be expected to work on a wide variety of job assignments in the Greater Metropolitan Area and agree to accept assignments for which I am qualified as they become available.

I also understand my failure to report to **Phoenix Engineering, located at 550 E. Carson Plaza Drive Suite 112 Carson, CA 90746** for work will indicate I have quit. I also agree to submit to a drug screen upon request or as specified in **Phoenix Engineering's** substance abuse policy.

Signature of Applicant

Print Name

Date _____



EMPLOYMENT APPLICATION

This application will be considered active for a period of 90-days; if after 90-days you would like the application to receive consideration for an additional 90-days, please contact Phoenix Engineering.

PLEASE COMPLETE ALL PARTS OF THE FORM; OTHERWISE YOUR APPLICATION MAY NOT BE PROCESSED.

An Equal Opportunity Employer F/M/D/V

PERSONAL (Please Print)

Name (First, Middle Last)		Name You Prefer To Be Called		Date of Application	
Address			City, State, Zip Code		
How Long At This Address	Previous Address (Street, City, State, Zip Code)				
Home Phone Number		Cell Phone Number		Email Address	Social Security Number <small>XXX-XX-</small>
How did you happen to apply here? Advertisement <input type="checkbox"/> Other <input type="checkbox"/> (explain below)				Employee Referral <input type="checkbox"/> Referred by whom? (Give reference name below)	
Have you applied here previously? Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Have you been employed here previously? Yes <input type="checkbox"/> No <input type="checkbox"/> Date(s): _____					

JOB INTEREST

In what type(s) of position(s) are you interested? _____	
Salary desired _____	Date available for employment _____
Will you accept employment which is: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either Full or Part Time <input type="checkbox"/> On Call <input type="checkbox"/>	
Are you willing to work any shift? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you willing to work on Saturdays? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to work overtime as needed? Yes <input type="checkbox"/> No <input type="checkbox"/> Location(s) Desired: _____	

EDUCATION

NAME	ADDRESS, CITY, STATE	MAJOR COURSES	CIRCLE LAST YEAR COMPLETED	GRADE POINT AVERAGE	DEGREE
High School or Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Other			1 2 3 4		
Other			1 2 3 4		

Professional Designations / Licenses / Certifications

Skills

Do you know how to operate a computer? Yes No

What software program(s) are you skilled in using? MS Word MS Excel MS PowerPoint Graphics/Desktop Publishing

Other _____

Are you skilled in operating a 10-key adding machine? Yes No

What will you do to keep your skills up to date? _____

(Phoenix Engineering requires its employees to keep their job skills up to date upon employment)

Begin with your present or most recent job. Work backward, including all regular jobs held. If you have had fewer than two full-time jobs, include summer and part-time positions.

PROVIDE ALL INFORMATION ON THIS FORM EVEN IF YOU ARE ATTACHING A RESUME.

EMPLOYMENT

Company Name	From (Mo/Yr)	To (Mo/Yr)	Beginning Job Title	Ending Job Title
Address	Supervisor			
Job Duties			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Phone No.
Reason for Leaving				

Company Name	From (Mo/Yr)	To (Mo/Yr)	Beginning Job Title	Ending Job Title
Address	Supervisor			
Job Duties			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Phone No.
Reason for Leaving				

Company Name	From (Mo/Yr)	To (Mo/Yr)	Beginning Job Title	Ending Job Title
Address	Supervisor			
Job Duties			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Phone No.
Reason for Leaving				

Company Name	From (Mo/Yr)	To (Mo/Yr)	Beginning Job Title	Ending Job Title
Address	Supervisor			
Job Duties			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Phone No.
Reason for Leaving				

If you have more than four [4] full-time jobs, list additional jobs on an attached page

Have you ever been discharged or asked to resign? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, why? _____

If you are now employed, may we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES

List three references whom we may contact who know your qualifications, primarily supervisors and teachers. **DO NOT LIST RELATIVES.**

NAME	BUSINESS NAME AND ADDRESS	TITLE	BUSINESS PHONE AND EXT.

Certification and At-Will Employment Agreement

Please read carefully before signing. Ask for clarification if needed.

Phoenix Engineering is an equal opportunity employer. It is our policy and practice to recruit, employ, train, compensate, promote, appraise, and conduct all other activities related to our staff without regard to sex, gender, sexual orientation, race, color, religion/creed, national origin, age (40 or older), disability, gender identity, marital status, medical condition, genetic predisposition, or lifestyle.

I understand any offer of employment is contingent on satisfactory references, employment and education checks, clearance of criminal record, and legal right to work in the United States. In some instances I may also be required to provide proof of age and a valid driver's license; and to be tested for the presence of substances used illegally.

I certify that the information contained in this application is complete and correct to the best of my knowledge. I have not knowingly withheld any information that might adversely affect my chances for employment. I personally have completed this application. I understand that falsification of this information or material omission is grounds for termination of my employment whenever discovered.

I understand and agree to the following:

1. My prior employers and educational institutions are authorized to give Phoenix Engineering any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all persons or entities from all liability for any damage that may result from furnishing information to Phoenix Engineering. I also release Phoenix Engineering and all of its employees from all liability for any damage that may result from Phoenix Engineering's reliance on the information furnished. If I am employed and my references are not entirely satisfactory to Phoenix Engineering, I may be released immediately.
2. I must produce applicable documents showing that I am a United States citizen or alien lawfully authorized to work in the United States, within the time frame specified by Phoenix Engineering, to meet the Immigration Reform and Control Act requirements.
3. While employed, I understand I may be expected to work on a wide variety of job assignments. I agree to accept assignments for which I am qualified. If I do not report for work and I fail to notify the employer to which I am assigned in advance or as soon as possible, I will be considered to have quit.
4. If, while employed, my behavior should raise any questions about my ability to satisfactorily perform my job responsibilities, I may be required to be tested for the presence of alcohol, illegal drugs, and controlled substances if Phoenix Engineering has reason to believe I am violating its policy or the policy of the employer to which I am assigned regarding the use of such substances.
5. Also if, while employed, my performance deteriorates and the deterioration is believed to be caused by my medical condition, I may be required to have a medical examination to determine whether I continue to be able to perform my job responsibilities.
6. If, while employed, Management at any time requests a search of my person, my personal property, or any furniture or equipment that may be assigned to me, I agree to submit and waive all claims for damages in connection with such an examination.

If I fail to comply with any of the requirements set forth above, I understand that an offer of employment will be withdrawn or my employment will be terminated. In the latter instance, I will be paid only through the last day worked.

In consideration of my employment, I agree to follow the policies and procedures of Phoenix Engineering.

I understand and agree that my employment is at-will, and therefore my employment and compensation can terminate, with or without cause, and with or without notice, at any time, at my option or the option of Phoenix Engineering. I further understand and agree that this at-will employment relationship as defined above will remain in effect throughout my employment with Phoenix Engineering. This at-will employment relationship may not be modified by any oral or implied agreement. No Phoenix official other than the Owner has the authority to enter into an agreement to the contrary.

I understand and agree that in considering me for employment, Phoenix Engineering may elect to obtain an investigative consumer report. I authorize Phoenix Engineering to obtain such a report and to consider it when making decisions regarding my employment. The report would include, if applicable, information about my personal characteristics, character, general reputation, mode of living, and credit standing. Should this be done, Phoenix will use the information in the report solely for employment-related purposes. If Phoenix chooses to obtain such a report, it will give me an opportunity to obtain a copy of the report.

I also understand and agree that Phoenix Engineering could change the terms and conditions of my employment if changing business conditions, client needs, or my performance should require this. This could include changes in my job assignment, work schedule, compensation, benefits, duties, and location as well as promotion, transfer, demotion, and termination. No Phoenix Engineering official other than the Owner has the authority to enter into an agreement to the contrary.

When my employment ends, I must immediately return all of Phoenix Engineering's property in my custody. At the end of each job assignment with a Phoenix client, I must immediately return all of its property.

Signature _____ Date _____



Voluntary Equal Employment Opportunity Information

Phoenix Engineering Co., Inc. is an equal opportunity employer. Phoenix Engineering intends to provide employees with a positive working environment based on trust and mutual respect free from unlawful discrimination and harassment. Discrimination based on an employee's actual or perceived race; color, ancestry/national origin; sex (including pregnancy, perceived pregnancy, childbirth, breast feeding and related medical conditions); gender, gender identity, & gender expression; age (40 & older); religion/creed; disability (physical-including HIV positive and AIDS – and mental); sexual orientation, marital status or family responsibilities; cancer-related medical condition; genetic predisposition; lifestyle; or military and veteran status is prohibited. Phoenix Engineering does not discriminate recruitment, employment, job assignment, compensation, benefits, performance assessment, promotion, training, leaves, layoffs and terminations-and actions and practices affecting applicants and employees.

To meet requests of government agencies, we must report information about the sex and ethnicity. This information will be kept in a confidential file separate from your application and personnel file and will not be used to make any decisions about you as an applicant or as an employee.

You are not required to provide this information. If you choose not to provide it, your decision will not affect your application or employment at Phoenix. However, if you choose not to furnish it, under federal regulations we are required to note your sex and race/ethnicity on the basis of visual observation.

Name: (Please Print) First _____ Last _____

Social Security Number: _____

Sex: (Please mark an X) ___ Male ___ Female

Race/Ethnicity:

Select one of the following groups. (Please mark an X next to the appropriate group)

___ Hispanic or Latino

___ White (Not Hispanic or Latino)

___ Black or African American (Not Hispanic or Latino)

___ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

___ Asian (Not Hispanic or Latino)

___ American Indian or Alaska Native (Not Hispanic or Latino)

___ Two or more races

___ I do not wish to self-identify

Veteran Status: (Please mark an X)

___ Eligible Veteran

___ Not a Veteran

Signature: _____

Date: _____

Voluntary Self-Identification of Veteran Status

Phoenix Engineering Co., Inc. is a government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA), which requires government contractors to take affirmative action to employ and advance in employment the following protected veterans (definitions of each attached): **Disabled Veteran, Recently Separated Veteran, Active Duty Wartime or Campaign Badge Veteran, and Armed Forces Service Medal Veteran**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified “protected veteran” category. If you believe you belong to any of the categories of protected veterans listed above, please indicate below by checking the appropriate box(es).

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Please check the appropriate box(es) below:

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran
- I am a protected veteran, but I choose not to self-identify the classifications to which I belong
- I am NOT a protected veteran

Your Name: _____

Date: _____

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

AFFIRMATIVE ACTION POLICY: Phoenix Engineering Co., Inc. is an affirmative action employer. All personnel actions, including recruitment, hiring, training, and promoting persons in all job titles, will be administered without regard to veteran status. All employment decisions are based solely on valid job requirements. Our affirmative action program contains policies and procedures that assure compliance with our VEVRAA obligations.

DEFINITIONS:

- **Disabled Veteran:** Veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.
- **Recently Separated Veteran:** Any veteran during the 3 year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- **Active Duty Wartime or Campaign Badge Veteran:** A veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- **Armed Forces Service Medal Veteran:** A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. DOL's Veterans Employment and Training Service, toll-free, at 1-866-4-USA-DOL.

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