

CROMWELL ARCHITECTS ENGINEERS

Application for Employment **Application for Employment Instructions**

The following instructions are provided to help you fill out your application correctly. **Incomplete applications will not be considered for employment.**

Instructions and definitions match the blanks on the application form. Some blanks are self-explanatory. To check boxes, click right mouse key; select properties, select checked, and OK.

3. **VALID DRIVER'S LICENSE.** If driving is an essential function of the position for which you are applying, you will be asked to provide a copy of a valid driver's license and proof of current auto insurance at the time you are hired. If the position for which you are applying requires driving and you do not have a valid driver's license or current auto insurance, you may not be considered for employment in that position.

8. **CONVICTIONS.** Persons who apply for some positions may be subject to criminal background checks prior to employment. If you marked "yes" to either box and do not attach an explanation, processing of your application will be delayed until an explanation is received, or your application may be rejected. A conviction is not automatic grounds for disqualification. The number, nature, and frequency of convictions and the relationship to the job applied for will be evaluated in reviewing the application. You may be asked to provide documentation regarding your conviction or sentence.

EMPLOYMENT RECORD. Page 4 provides space for you to give information on your prior work experience. You may also be required to certify that any information provided in support of your application is a true and correct statement of your employment history. ***FALSIFICATION OR MISREPRESENTATION OF ANY INFORMATION REQUESTED MAY BE GROUNDS FOR REJECTION OF AN APPLICANT OR TERMINATION OF AN EMPLOYEE.***

CROMWELL ARCHITECTS ENGINEERS is an Equal Employment Opportunity Employer and discrimination because of race, color, gender, religion, sex, age, national origin, marital or parental status, military or veteran's status, sexual orientation, or disability is prohibited.

CROMWELL ARCHITECTS ENGINEERS provides Employment-at-will which means the firm has the right to hire, fire, demote, and promote whomever it chooses for any reason unless there is a law to the contrary. This also means that an employee has the right to resign when he or she chooses.

If you need reasonable accommodation under the Americans with Disabilities Act in order to participate in the application process, please contact CROMWELL ARCHITECTS ENGINEERS as soon as possible.

Submit your completed application to:

CROMWELL ARCHITECTS ENGINEERS
101 S. Spring St.
Little Rock, AR 72201
Voice: (501) 372-2900 / Facsimile: (501) 372-0482
e-mail: hr@cromwell.com

CROMWELL ARCHITECTS ENGINEERS

Application for Employment		
1. First Name	MI	Last Name
2. Position Applied for:		Desired Salary Range:
3. Valid Drivers License <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Business/Cell Phone	Home Phone	E-mail Address:
5. Are you under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Address		
7. Employment Eligibility: Do you have a legal right to accept employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Other Names; Name(s) under which previously employed:	
8. Convictions: Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Year of Conviction Have you been convicted of a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Year of Conviction IF YES TO ONE OR BOTH OF THE ABOVE QUESTIONS, YOU MUST ATTACH AN EXPLANATION, EVEN IF YOU RECEIVED A SUSPENDED IMPOSITION OF SENTENCE.		
9. Type of Employment Desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	12. How did you learn about this job? :	
10. Are you related to any CROMWELL employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes who?		
EEO Policy: CROMWELL ARCHITECTS ENGINEERS maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. CROMWELL ARCHITECTS ENGINEERS hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, gender, religion, sex, age, national origin, marital or parental status, military or veteran's status, sexual orientation, or disability status.		
Employment-at-will: CROMWELL ARCHITECTS ENGINEERS provides Employment-at-will which means the firm has the right to hire, fire, demote, and promote whomever it chooses for any reason unless there is a law to the contrary.		

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING

I understand that this application is not a contract and that acceptance of employment is not a contract of employment for a specified period of time. I understand and agree that I may resign my employment with CROMWELL ARCHITECTS ENGINEERS for any reason and that my employment may be terminated at the will of CROMWELL ARCHITECTS ENGINEERS at any time and for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by CROMWELL ARCHITECTS ENGINEERS are not contractual in nature and may be amended or abolished at the sole discretion of CROMWELL ARCHITECTS ENGINEERS.

Should I become an employee of CROMWELL, I will adhere to CROMWELL's policies and procedures and will conduct the company's business in a strictly ethical and legal manner. I also agree that since employees may have access to confidential information, I will be required to abide by CROMWELL's policy on Confidentiality of Business Information as a condition of my employment.

I also understand that, pursuant to the Immigration Reform and Control Act, CROMWELL may only employ those individuals who are eligible to work in the United States. Accordingly, I understand that upon being hired I will be required to demonstrate my eligibility to work in the United States. I further understand that my failure to do so will result in termination or revocation of an offer of employment.

I certify that the information furnished on this application and any supporting documents is true and complete to the best of my knowledge and belief and that any misrepresentation or omission of fact on this or any other record submitted pertinent to employment will constitute grounds for dismissal. I also understand that consideration for employment in this position is contingent upon the results of a reference and background check. I therefore authorize this company to investigate all statements made on my application for employment. I further authorize the company to contact my former employer(s) and any listed references or other persons or agencies who can verify information, and I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information on this application.

I also certify that I have read, understand and will adhere to the aforementioned statements. Please type name. (If selected to interview, signature will be required at that time.)

Type / Signature of Applicant

Date

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EDUCATION: Please circle the highest level of education you have completed:
 High School: 1 yr. 2 yrs. 3 yrs. 4 yrs. GED (H.S. Diploma).
 College or Business School: 1 yr. 2 yrs. 3 yrs. 4 yrs. (or more)

Name And Location Of School	Diploma Or Degree Types	Major Or Course Title

List any certificates or licenses you hold that relate to this position. Attach copies of degrees, certificates or required licenses:

Proficiencies: If you are applying for position in which computer skills or administrative skills are relevant, please answer the following.

List all types and models of computers and operating systems with which you are familiar:

List all computer programs and languages with which you are familiar. Include level of proficiency:

List all data processing, telecommunications, or office equipment on which you are proficient:

List any other proficiencies such as shorthand or other relevant skills which you believe we should be aware:

Comments and Accomplishments: Explain below your primary area of specialization. Please outline all programs and/or processes that you have designed or implemented. Note any other details which should be considered in reviewing your qualifications for this position.

References: Please list at least three individuals who can attest to your professional abilities and work accomplishments.

Name	Company/Relationship	Contact Telephone

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EMPLOYMENT RECORD: Start with your present or most recent and list all previous employers. Include self-employment, summer and part-time jobs. Duties and responsibilities section may be omitted if explained on an attached resume. If more space is required, please continue on a separate sheet.

Dates Worked		Job Classification/Title
Last or Present Employer		<i>Duties and Responsibilities</i>
Address		
Supervisor's Name	Telephone	
Reason for Leaving		
May we contact this employer?		
Dates Worked		Job Classification/Title
Last or Present Employer		<i>Duties and Responsibilities</i>
Address		
Supervisor's Name	Telephone	
Reason for Leaving		
May we contact this employer?		
Dates Worked		Job Classification/Title
Last or Present Employer		<i>Duties and Responsibilities</i>
Address		
Supervisor's Name	Telephone	
Reason for Leaving		
May we contact this employer?		

CROMWELL ARCHITECTS ENGINEERS

CROMWELL ARCHITECTS ENGINEERS EQUAL EMPLOYMENT OPPORTUNITY SURVEY		
Last Name	First Name	MI
Position Applied For:		Social Security Number:
TO ALL APPLICANTS		
In order to comply with government records keeping requirements, and other legal obligations that may apply, we invite you to complete this data form. Providing this information is VOLUNTARY . Failure to provide will not subject you to any adverse personnel decision or action.		
This is not a part of your application . It will be kept separately from your application and will not be used in a hiring decision. It is strictly voluntary and will be kept confidential in accordance with applicable laws and regulations. We appreciate your corporation.		

RACE, ETHNICITY, AND GENDER INFORMATION: Check only one below.					
	Female	Male		Female	Male
American Indian or Alaskan Native "not Hispanic or Latino"	<input type="checkbox"/>	<input type="checkbox"/>	Hispanic or Latino	<input type="checkbox"/>	<input type="checkbox"/>
Black or African American "not Hispanic or Latino"	<input type="checkbox"/>	<input type="checkbox"/>	Asians "not Hispanic or Latino"	<input type="checkbox"/>	<input type="checkbox"/>
White "not Hispanic or Latino"	<input type="checkbox"/>	<input type="checkbox"/>	Two or more races "not Hispanic or Latino"	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander "not Hispanic or Latino"	<input type="checkbox"/>	<input type="checkbox"/>			

DEFINITIONS OF RACIAL/ETHNIC GROUPS

AMERICAN INDIAN OR ALASKA NATIVE--A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

BLACK OR AFRICAN AMERICAN: Any person having origins in any of the Black racial groups or Africa.

WHITE: Any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

HISPANIC OR LATINO: Any person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN: Any person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Two or More Races -All persons who identify with more than one of the above races, excluding Hispanic or Latino.

AGE INFORMATION

Your Age: _____ Date of Birth: _____

DISABILITY INFORMATION

Do you have a physical or mental disability? Yes No If yes, please describe.

If you have a physical or mental disability, **do you require any assistance or reasonable accommodation to perform the duties of the position for which you have applied?** Yes No If yes, please describe:

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VETERAN'S INFORMATION

Branch of Service:

Dates of Active Duty:

Served in Vietnam? Yes No

Date and Type of Discharge

Disabled Veteran? Yes No

Percentage of Disability?

Reserve Status?

Served in any other campaign or war effort that qualifies for veteran status? If so, please list: