



Name: Last (as it appears on your social security card) First M.I. SS#
Position Applied For: Date:
How did you hear about this position?:
Salary Requirement: \$ CHECK ONE: Full-Time Part-Time Summer Temporary
When are you available to start work?
Are you employed now? Yes No If so, may we contact your present employer: Yes No
If hired, can you provide proof to legally work in the United States? Yes No
Have you been previously employed by Muniz Engineering, Inc? Yes No If so, when?:
Do you have any relatives employed at Muniz Engineering, Inc.? Yes No If so, who?:
Are you age 18 or older? Yes No

CONTACT INFORMATION

Address City State Zip
Home Phone Alternate Phone E-mail Address

EDUCATIONAL BACKGROUND

Table with 5 columns: Name of School/College/University Location & Phone Number, Dates Attended, # of Credits Received, Degree/Certificate Obtained, Date Received

List any relevant registrations, licenses or certifications you have:



EMPLOYMENT HISTORY *(please include all gaps from employment)*

Most Recent Employer: _____ **Employment Dates:** _____

Location: _____ **Supervisors Name:** _____

Ending Position: _____ **/Salary:** _____

Starting Position: _____ **/Salary:** _____

Job Duties/Accomplishments: _____

Reason for Leaving: _____

Previous Employer: _____ **Employment Dates:** _____

Location: _____ **Supervisors Name:** _____

Ending Position: _____ **/Salary:** _____

Starting Position: _____ **/Salary:** _____

Job Duties/Accomplishments: _____

Reason for Leaving: _____

Previous Employer: _____ **Employment Dates:** _____

Location: _____ **Supervisors Name:** _____

Ending Position: _____ **/Salary:** _____

Starting Position: _____ **/Salary:** _____

Job Duties/Accomplishments: _____

Reason for Leaving: _____

IF YOU NEED ADDITIONAL SPACE PLEASE ATTACH A SEPARATE SHEET



PERSONAL AND PROFESSIONAL REFERENCES:

Form with 3 rows for references, each with fields for Name, Phone #, Professional (with triangle symbol), Personal (with triangle symbol), and Email.

ADDITIONAL INFORMATON

Text box with instructions: Please use the space below to further describe your relevant skills, training, and experience, including length of time. Providing this information is valuable in the selection process.

AT WILL EMPLOYMENT

Text block containing employment policy: Your employment with Muniz Engineering, Inc. IS AT WILL. This means that neither you nor Muniz Engineering, Inc. has entered into a contract regarding the duration of your employment. Also includes a bolded statement: NO EMPLOYEE OF MUÑIZ ENGINEERING, INC. CAN ENTER INTO AN EMPLOYMENT CONTRACT FOR A SPECIFIED PERIOD OF TIME OR MAKE ANY AGREEMENT CONTRARY TO THIS POLICY WITHOUT WRITTEN APPROVAL FROM THE PRESIDENT.

READ AND SIGN

Text block with a disclaimer: To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered. I authorize Muñiz Engineering, Inc. to investigate and receive information from my past relevant employment and/or education history. Includes fields for SIGNATURE and DATE.