

Please Note: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

NAME AND ADDRESS

Name: (First, MI, Last)		Social Security Number:	
Physical Address:			
Telephone:		Email:	

JOB TYPE

Position Desired:	Salary Desired:	Available To Start:
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ADDITIONAL INFORMATION

Have you ever been employed by B&F?	Yes	No	Is so, when?
Certain positions require overnight and last minute travel; if hired can you meet these requirements?	Yes	No	
This position requires the successful candidate to have a valid driver's license; if hired can you provide a valid driver's license?	Yes	No	
Have you ever been convicted of a Felony?	Yes	No	
How did you hear of us? If a referral, please list name of employee.			

EDUCATION

Level	Name/Location	Years Completed	Field of Study	Graduate or Degree	
High School				Yes	No
College				Yes	No
Graduate School				Yes	No
Military	Yes	No	Branch:	Years Served:	

SKILLS AND QUALIFICATIONS

List any special skills, qualifications, professional licenses or reasons why you're suitable for this position.

EMPLOYMENT HISTORY - PAST 7 YEARS

Company:		Supv:		Phone:	
Location:	Position:	From:	To:	Salary:	
Reason for Leaving:					
Description of Duties:					
May we contact this employer?	Yes	No			

EMPLOYMENT HISTORY (Continued)

Company:		Supv:		Phone:	
Location:	Position:	From:	To:	Salary:	
Reason for Leaving:					
Description of Duties:					
May we contact this employer?	Yes	No			

Company:		Supv:		Phone:	
Location:	Position:	From:	To:	Salary:	
Reason for Leaving:					
Description of Duties:					
May we contact this employer?	Yes	No			

Company:		Supv:		Phone:	
Location:	Position:	From:	To:	Salary:	
Reason for Leaving:					
Description of Duties:					
May we contact this employer?	Yes	No			

Are you under any obligation to a previous employer, through a covenant not to compete, or otherwise restricted in your acceptance of employment with a competitive firm?			
Yes	No	If so, name of firm?	

REFERENCES

Exclude relatives and former employers.

NAME:	PHONE:	EMAIL:
1)		
2)		
3)		

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand should this application contain any false or misleading information, my application may be rejected or my employment with B&F terminated.

Applicant Signature:	Date:
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ADDENDUM TO APPLICATION OF EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

B&F Engineering (B&F) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification forms upon hire.

EMPLOYMENT AT WILL

Your employment with B&F, is at will. This means your employment is for an unspecified period of time and is subject to termination by you or B&F, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of B&F shall be interpreted to be in conflict with or to eliminate or modify in any way, the at will employment status of B&F employees. The at will employment status of an employee of B&F may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of B&F.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

B&F may obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

NOTICE OF PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING

Upon receipt of an offer of employment, candidates must complete required drug testing within 24 hours. All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards in accordance with state law. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

MOTOR VEHICLE RECORDS RELEASE

Potential employees are subject to having their MVR's (motor vehicle records) reviewed on a pre-hire basis, random basis, and annual basis. MVR's may also be reviewed regularly thereafter if suspicion exist of non-reported violations. MVR's will be evaluated based on the guidelines as set forth by the Motor Vehicle Record Criteria. If an employee's MVR is deemed not acceptable or does not meet the Motor Vehicle Record Criteria, then the ability of that employee to drive in a work-related capacity may be lost and the employee may be terminated.

Applicant Signature: _____ Date: _____