



# COLEMAN ENGINEERING COMPANY

635 CIRCLE DRIVE • IRON MOUNTAIN, MI 49801  
PHONE: 906-774-3440 • FAX: 906-774-7776

200 EAST AYER STREET • IRONWOOD, MI 49938  
PHONE: 906-932-5048 • FAX: 906-932-3213

## APPLICATION FOR EMPLOYMENT

### Personal Information:

Date:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone No: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Date available: \_\_\_\_\_

How did you learn about us? \_\_\_\_\_

If hired, can you provide the documents required by law to prove that you are legally able to work in the U.S.?

Yes \_\_\_\_ No \_\_\_\_

If you are under 18 years of age, can you provide the required proof of your eligibility to work?

Yes \_\_\_\_ No \_\_\_\_

Have you ever been employed with us before?

Yes \_\_\_\_ No \_\_\_\_

If yes, give date: \_\_\_\_\_

Are you currently employed?

Yes \_\_\_\_ No \_\_\_\_

May we contact your present employer?

Yes \_\_\_\_ No \_\_\_\_

Are you available to work:    Full Time    Part Time    Shift Work    Temporary

Are you currently in "lay-off" status and subject to recall?

Yes \_\_\_\_ No \_\_\_\_

Have you ever been terminated by an employer for other than lack of work?

Yes \_\_\_\_ No \_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have dependable means of transportation to and from work?

Yes \_\_\_\_ No \_\_\_\_

**Employment History:**

List three most recent employers beginning with your most recent position.

Employer: \_\_\_\_\_  
Employed from: \_\_\_\_\_ To: \_\_\_\_\_  
Last wage: \_\_\_\_\_ Overtime: \_\_\_\_\_ Bonus: \_\_\_\_\_  
Last position: \_\_\_\_\_  
May we contact employer at this time: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Employed from: \_\_\_\_\_ To: \_\_\_\_\_  
Last wage: \_\_\_\_\_ Overtime: \_\_\_\_\_ Bonus: \_\_\_\_\_  
Last position: \_\_\_\_\_  
May we contact employer at this time: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Employed from: \_\_\_\_\_ To: \_\_\_\_\_  
Last wage: \_\_\_\_\_ Overtime: \_\_\_\_\_ Bonus: \_\_\_\_\_  
Last position: \_\_\_\_\_  
May we contact employer at this time: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Education:**

High School:	Did you graduate:
College or University:	Degree Received:
Principal field of study:	
Graduate or Professional:	Degree Received:
Principal field of study:	
Technical or Business:	Degree Received:
Principal field of Study:	
Other:	

**Special Skills and Qualifications:**

Summarize special job related skills and qualifications you may have. State any additional information you feel may be helpful to us in considering your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional License:**

Are you a registered professional:      Yes:      No:      In what state(s): \_\_\_\_\_

In what discipline (civil, surveying, geotechnical, etc...): \_\_\_\_\_

Other licenses / certifications applicable: \_\_\_\_\_

Professional affiliations (offices held if any): \_\_\_\_\_

**Professional References:**

Name:                      Address:                      Phone:                      Relationship:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you capable of performing in a reasonable manner the essential activities involved with the job or occupation for which you have applied? (A description of the essential activities involved in such a job or occupation is attached).                      Yes \_\_\_\_\_      No \_\_\_\_\_

**ACKNOWLEDGEMENT**

"I certify that the information given above and/or any other information I furnish you is true and complete to the best of your knowledge. I understand that the firm may investigate my work and professional history and verify all data given on this application, on related papers, and in interviews, but that it is not required to do so. I authorized all individuals, schools, and employers named and all financial institution, law enforcement agencies and other persons, except as specifically limited on this application, to provide information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge."

"I understand that I may be required to take a drug screen as a condition of employment with certain clients and/or to take part in random drug screens during my employment, and I consent to such screens. I understand that I may also be required to fill out a background verification form as requested by certain clients. I further understand and acknowledge that any misrepresentation or omission of fact on this employment application, on my resume, on a background verification form or in an interview, and any failure of a drug screen can result in termination of the application process or an immediate discharge."

"In consideration of my employment, I agree to conform to the policies and regulations of Coleman Engineering Company and I understand and acknowledge that, if employed, my employment and compensation will be at the will of Coleman Engineering Company and can be terminated, with or without cause, and with or without notice, at any time at my option or the option of Coleman Engineering Company. I further understand and agree that no shareholder, associate or employee of the Company other than its president has now or has had in the past any authority to enter into any agreement which is contrary to or a modification of the above describe employment relationship, and that any such agreement or representation must be in writing and signed by both myself and the present of Coleman Engineering Company and approved by a vote of the Directors in order to be effective."

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

**PLEASE READ**

This application will only be considered for the ninety calendars day period after its receipt by Coleman Engineering Company. Should you wish to be considered after the expiration of this period, you must reapply.

Coleman Engineering Company is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, gender, sexual orientation, national region, religion, citizenship, disability, height, and weight, marital or veteran status. Under the Michigan Persons with Disability Civil Rights Act and the federal Americans with Disabilities Act, an employer has a legal obligation to accommodate an employee's or job applicants unless the accommodations would impose an undue hardship on the employee. A disabled individual may allege a violation against an employer regarding a failure to accommodate his or her disability under Michigan law only if the disabled employee notifies the employer in writing of the need for accommodation within 182 days after the date the disabled person knew or reasonably should have known that an accommodation was needed.

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**DO NOT WRITE BELOW THIS LINE**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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Interviewed By \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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Referred by \_\_\_\_\_

Hired by \_\_\_\_\_ On \_\_\_\_\_

Position \_\_\_\_\_

Will Report \_\_\_\_\_ Wages/Salary \_\_\_\_\_

Other Comments:

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