



Application for Employment

Graylaur Corporation, d/b/a Vordenbaum Engineering Inc., or VEI Consulting Engineers, is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a résumé, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. You may say "See Résumé" ONLY in the **Employment History** section and ONLY if your résumé contains the information requested.

GENERAL INFORMATION

| | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------|------------|
| Position Applying For: | Name (Last, First, Middle): | Other names under which you have attended school or been employed: | |
| Street Address: | | City, State & Zip: | |
| Social Security Number: | Home Tel: | Work Tel: | Other Tel: |
| Are you eligible to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Are you 18 years of age or older? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If NO, what is your current age? | |
| Have you ever been employed by VEI? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, dates of employment & reason for leaving: | |
| Are you related to any current VEI Employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, their name & their relationship to you? | |
| If required for position, do you have a valid driver's license? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, State of issuance, license #, and expiration date: | |
| How did you learn about this employment opportunity at VEI? Check all that apply: | | | |
| <input type="checkbox"/> Ad in <i>newspaper</i> | | <input type="checkbox"/> Job Bulletin (Posting) | |
| <input type="checkbox"/> Ad in <i>magazine</i> | | <input type="checkbox"/> Website | |
| <input type="checkbox"/> Walk-in <input type="checkbox"/> | | <input type="checkbox"/> Dept. of Labor/TXWorkforce | |
| | | <input type="checkbox"/> Referral by employee | |
| | | <input type="checkbox"/> Other | |

EDUCATION

| Name of School | City/State | Did you graduate? | If No, # of years left to graduate | If Yes, Graduation Date | Degree Received | Major |
|----------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------|------------------------------------|-------------------------|-----------------|-------|
| High School: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| GED: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other School: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| College: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| College: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| College: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. | | | | | | |

SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert):

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EMPLOYMENT HISTORY

Please detail your entire work history. Begin with your current or most recent employer and go back in time and roles. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. You may complete this information with the notation "See Résumé" **ONLY** if the résumé contains the requested information. VEI Consulting Engineers reserves the right to contact all current and former employers for reference information.

| | | | |
|---------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Current | Dates Employed (most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, No. hrs./wk: | Title: |
| | Starting Salary: | Organization Name & Address: | |
| | Final Salary: | | |
| | Supervisor's Name, Title & Telephone: | Other Reference Name, Title & Telephone: | Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate |
| | Primary duties: | Reason for Leaving: | |
| Job 1 | Dates Employed (next most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, No. hrs./wk: | Title: |
| | Starting Salary: | Organization Name & Address: | |
| | Final Salary: | | |
| | Supervisor's Name, Title & Telephone: | Other Reference Name, Title & Telephone: | Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate |
| | Primary duties: | Reason for Leaving: | |
| Job 2 | Dates Employed (second most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, No. hrs./wk: | Title: |
| | Starting Salary: | Organization Name & Address: | |
| | Final Salary: | | |
| | Supervisor's Name, Title & Telephone: | Other Reference Name, Title & Telephone: | Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate |
| | Primary duties: | Reason for Leaving: | |
| Job 3 | Dates Employed (third most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, No. hrs./wk: | Title: |
| | Starting Salary: | Organization Name & Address: | |
| | Final Salary: | | |
| | Supervisor's Name, Title & Telephone: | Other Reference Name, Title & Telephone: | Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate |
| | Primary duties: | Reason for Leaving: | |
| Job 4 | Dates Employed (fourth most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, No. hrs./wk: | Title: |
| | Starting Salary: | Organization Name & Address: | |
| | Final Salary: | | |
| | Supervisor's Name, Title & Telephone: | Other Reference Name, Title & Telephone: | Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate |
| | Primary duties: | Reason for Leaving: | |

BACKGROUND RESEARCH & SCREENING RELEASE

We appreciate your interest in VEI Consulting Engineers (the company). THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT. This application is intended to evaluate your suitability for employment. Please review the following statements and sign at the bottom.

1. Pre-employment Screening Tests

The company conducts pre-employment screening for certain jobs before an offer is made. If a job offer is made, employment may be contingent upon successful completion of a medical examination, including drug testing, which may include providing urine, blood, or other types of samples.

2. Consent to Investigate & Release of Liability

As a condition of, and in consideration for the company's consideration of my application for at-will employment, I give permission to the company to investigate my personal and employment history. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers (except those specifically excluded). I further give permission to the company to conduct this investigation and to discuss the results of this investigation in connection with my application for employment. I authorize the investigation of all statements contained in this application, resume, and any attachments. I release from all liability any persons or employers supplying such information. I also release the company from all liability that might result from making the investigation

3. Consent to Contact Past Employers and/or Government Agencies

I give permission to any agent, attorney, or representative of the company to receive a copy of any information obtained in the file of any federal, state, or local court, government agency, law enforcement agency, or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate the company as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity, and/or abilities.

4. Cooperation with Investigation

I agree to fully cooperate in the company's background investigation and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer of federal, state, or local government agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

5. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of the company, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either the company or myself except as otherwise provided by law.

6. Right to Work in the US Contingency

I understand that any employment offer is contingent upon my completing a Form I-9 within three (3) working days of employment in order to comply with the Immigration Reform and Control Act of 1986.

7. Accuracy of Information Provided

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on the application, resume, and any attachments (or on any required document) will be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered.

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that all the information provided by me, including any résumés, test answers, or attachments, is truthful and accurate.

I understand that any falsification or willful omission of fact made in my application for at-will employment, or in connection with any background investigation, may be sufficient grounds for rejection of my application, or, if discovered after an offer of employment, for immediate dismissal.

Applicant's Signature_____

Applicant's Printed Name_____

Date Signed_____

*****THE COMPANY IS AN AT-WILL, EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*****