

# APPLICATION FOR EMPLOYMENT

GOODWIN-LASITER, INC.  
ENGINEERS-ARCHITECTS-SURVEYORS  
1609 S. CHESTNUT, SUITE 202  
LUFKIN, TEXAS 75901  
(936) 637-4900  
(936) 637-6330 FAX

**Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.**

**This application will be given every consideration, but its receipt does not imply that the applicant will be employed.**

**This application will be kept on file for thirty (30) days.**

(PLEASE PRINT)

Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Walk-In  
\_\_\_\_\_ Employment Agency \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Area Code

If employed and you are under 18, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever filed an application here before? \_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes, Date: \_\_\_\_\_)

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes, Date: \_\_\_\_\_)

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, may we contact your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_ Yes \_\_\_\_\_ No

On what date would you be available for work? \_\_\_\_\_

Are you available for work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

Are you on a lay-off and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any responsibilities that conflict with the job attendance or travel requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of any crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify when, where, and disposition of offense. (A conviction will be considered only as it relates to fitness to perform the job being sought). \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin): \_\_\_\_\_

Give name, address and telephone number of three references who are not related to you and are not previous employers: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Telephone	<u>Dates Employed</u>
_____	_____	From: _____ To: _____
Address	_____	
_____		
Job Title		<u>Hourly Rate/Salary</u>
Supervisor		Start: _____ Final: _____
Reason for Leaving		<u>Worked Performed</u>
_____		_____
_____		_____

Employer	Telephone	<u>Dates Employed</u>
_____	_____	From: _____ To: _____
Address	_____	
_____		
Job Title		<u>Hourly Rate/Salary</u>
Supervisor		Start: _____ Final: _____
Reason for Leaving		<u>Worked Performed</u>
_____		_____
_____		_____

Employer	Telephone	<u>Dates Employed</u>
Address		From: _____ To: _____
Job Title		<u>Hourly Rate/Salary</u>
Supervisor		Start: _____ Final: _____
Reason for Leaving		<u>Worked Performed</u>

Employer	Telephone	<u>Dates Employed</u>
Address		From: _____ To: _____
Job Title		<u>Hourly Rate/Salary</u>
Supervisor		Start: _____ Final: _____
Reason for Leaving		<u>Worked Performed</u>

***If you need additional space, please continue on a separate sheet of paper.***

Special Skills and Qualifications  
 Summarize special skills and qualifications acquired from employment or other experience \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

	ELEMENTARY	HIGH SCHOOL	COLLEGE/UNIVERSITY	GRADUATE/PROFESSIONAL
<b>School Names</b>				
<b>Years Completed</b>	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
<b>Diploma/Degree</b>				
<b>Course of Study</b>				

Honors Received:  
 \_\_\_\_\_  
 \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application:

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment. I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of the Company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**FOR PERSONNEL USE ONLY**

Arrange Interview \_\_\_\_\_ Yes \_\_\_\_\_ No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Interview Date \_\_\_\_\_

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

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

By \_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

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