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## SUPPLEMENTAL APPLICATION FOR EMPLOYMENT

Coffman Engineers is an Equal Opportunity Employer and considers all applicants for positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status. We comply with all applicable federal, state or local laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

*This application must be completed in full, even if you applied online or are attaching a resume.*  
Please let us know if you need accommodations in order to participate in the application process.

### PERSONAL INFORMATION

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last, first, middle

**Current Address:** \_\_\_\_\_  
Street, city, state, zip

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
Area code and number

**Position applied for:** \_\_\_\_\_

*If no resume is provided, you may be contacted for additional information.*

**EMPLOYMENT HISTORY** - Starting with your most recent employer,  
including U.S. Military service, please provide the following:

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street, city, state, zip)  
Starting position/final position: \_\_\_\_\_  
Supervisor's name/phone number: \_\_\_\_\_  
May we contact him/her for a reference? \_\_\_\_\_ (yes, no, later)  
Reason for leaving: \_\_\_\_\_  
Describe your job duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
Starting compensation: \_\_\_\_\_ (\$ per hr/month) Final compensation: \_\_\_\_\_ (\$ per hr/month)

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street, city, state, zip)  
Starting position/final position: \_\_\_\_\_  
Supervisor's name/phone number: \_\_\_\_\_  
May we contact him/her for a reference? \_\_\_\_\_ (yes, no, later)  
Reason for leaving: \_\_\_\_\_  
Describe your job duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
Starting compensation: \_\_\_\_\_ (\$ per hr/month) Final compensation: \_\_\_\_\_ (\$ per hr/month)

**EMPLOYMENT HISTORY – Continued**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street, city, state, zip)  
Starting position/final position: \_\_\_\_\_  
Supervisor's name/phone number: \_\_\_\_\_  
May we contact him/her for a reference? \_\_\_\_\_ (yes, no, later)  
Reason for leaving: \_\_\_\_\_  
Describe your job duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
Starting compensation: \_\_\_\_\_ (\$ per hr/month) Final compensation: \_\_\_\_\_ (\$ per hr/month)

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street, city, state, zip)  
Starting position/final position: \_\_\_\_\_  
Supervisor's name/phone number: \_\_\_\_\_  
May we contact him/her for a reference? \_\_\_\_\_ (yes, no, later)  
Reason for leaving: \_\_\_\_\_  
Describe your job duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
Starting compensation: \_\_\_\_\_ (\$ per hr/month) Final compensation: \_\_\_\_\_ (\$ per hr/month)

*Attach additional pages if necessary.*

Explain any gaps in your employment of more than 30 days, other than those due to personal illness, injury or disability:

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

Have you ever been fired or asked to resign from a job? Please explain:

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

**EDUCATION** – Starting with the most recent school attended  
(high school, college, university, vocational, trade school), provide the following information:

Name of school, city, state: \_\_\_\_\_  
Number of years completed: \_\_\_\_\_ Degree/diploma received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_

Name of school, city, state: \_\_\_\_\_  
Number of years completed: \_\_\_\_\_ Degree/diploma received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_

Name of school, city, state: \_\_\_\_\_  
Number of years completed: \_\_\_\_\_ Degree/diploma received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_

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**SKILLS/REGISTRATIONS**

List below any special skills, training, computer programs/skills, licenses (including EIT or PE), or certifications that might assist you in performing your job duties in the position for which you are applying:

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**REFERENCES**

Provide the name and telephone numbers for three business/work references who are not related to you and are not previous supervisors. If business/work references are not available, list three school or personal references that are not related to you:

Name, Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Number of years known: \_\_\_\_\_

Name, Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Number of years known: \_\_\_\_\_

Name, Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Number of years known: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Provide professional, business, trade, or civic associations and any offices held. You may omit memberships that reveal race, color, religion, creed, sex, marital status, national origin, citizenship, age, mental or physical disabilities, sexual orientation, veteran status, political affiliation, National Guard or any other basis prohibited by federal, state or local law.

Organization/office held: \_\_\_\_\_  
Organization/office held: \_\_\_\_\_

List special accomplishments, publications, awards, etc., that you would like us to consider:

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List any additional information you would like us to consider:

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**APPLICANT STATEMENT**

I certify that all answers given by me in application for work with Coffman Engineers is true, complete and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of fact on this application (or any other accompanying or required documents), will be cause for denial of employment, or may result in my immediate discharge from employment, regardless of how or when it is discovered.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Coffman Engineers' interest or those of its customers, nor will I become engaged in such activity or business if employed. I further certify that I have not entered into any agreements, written or oral, with any former employer or other party that would restrict or impair my ability to fulfill my duties if hired and that I have not taken any confidential or proprietary information or trade secrets from any former employer or other party.

I authorize Coffman Engineers, its representatives, employees or agents to solicit information regarding my character, general reputation, credit, criminal conviction record, previous employment and similar background information, and to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the seeking, gathering or furnishing of such information. If employed, I release Coffman Engineers from any liability for future references it may provide regarding my work history with Coffman Engineers.

I understand that it is Coffman Engineers' policy to afford equal opportunity to all employees and applicants for employment, and that they do not discriminate on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for 30 days. After that time, if I have not heard from Coffman Engineers and still wish to be considered for employment, I understand that I will need to reapply and fill out a new application.

I understand that employment at Coffman Engineers is contingent upon passing a test for illegal drug usage, but that passing such a test does not entitle me to employment at Coffman Engineers.

If I am hired, I agree to abide by all Coffman Engineers' rules and regulations. I understand that my employment is "at will" and may be terminated at any time, with or without cause and with or without prior notice, at the option of either Coffman Engineers or me, except as may be required by law. There is no agreement, expressed or implied, between Coffman Engineers and me, for any specified period of employment, nor for continuing or long-term employment. I understand that no supervisor or representative of Coffman Engineers is authorized to make any assurances to the contrary or any promises of specific treatment in specific situations and that no implied oral or written agreements contrary to the foregoing language are valid unless they are in writing and signed by Coffman Engineers' president.

If employed, I further agree that if Coffman Engineers advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any Coffman Engineers property, Coffman Engineers is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

**CALIFORNIA applicants should disregard the preceding paragraph. The following paragraph would instead apply.**

If employed, I further agree that if Coffman Engineers advances any paid leave before it has been accrued, or makes an advance payment of wages or an overpayment of wages, it is authorized to deduct from my wages sufficient funds to repay such advance or overpayment.

I understand that if I am hired, proof of my identity and legal authorization to work in the United States will be required.

**DO NOT SIGN UNTIL YOU HAVE READ THE STATEMENT ABOVE.**

I acknowledge that I have read, fully understand and accept all terms of the foregoing statement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_