

4401 Ford Avenue, Suite 1000
 Alexandria, VA 22302
 Phone: (703) 920-7070
 Fax: (703) 920-7177
 HR@dandp.com
 Member of the BMT Group of Companies

Application for Employment

BMT Designers & Planners is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex, marital status, national origin, genetic information, gender identity, handicap, or disability.

Date Received: _____

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Position Applied for					
Desired Salary		Social Security No.	XXX – XX –		
What frequency are you available to work?	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you travel if the job requires it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	What date would you be available for work?		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
How did you hear about us?					
Who should we notify in case of an emergency?					
Last Name		First		Relationship	
Street Address				Phone	

EDUCATION			
High School			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

JOB SKILLS
<i>Describe your qualifications for the type of employment you are seeking. (Please include skills, special training, etc.)</i>
<i>Please list any special awards, honors, scholarships, or offices held.</i>

REFERENCES*Please list four professional references.*

Full Name		Relationship	
Company		Years Known	
Email		Phone	
Full Name		Relationship	
Company		Years Known	
Email		Phone	
Full Name		Relationship	
Company		Years Known	
Email		Phone	
Full Name		Relationship	
Company		Years Known	
Email		Phone	

MILITARY SERVICE

Branch		To		From		Rank At Discharge	
Type of Discharge		If other than honorable, explain:					

SECURITY

Have you ever held a security clearance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, what kind?				
Do you have any objection to a complete background investigation by an agency of the U.S. Government for security clearance purposes?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Is there anything that would prevent you from obtaining a security clearance? (i.e. illegal state or federal drug conviction, significant non-school related debt, foreign contacts, etc.)				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

DISCLAIMER AND SIGNATURE

I authorize BMT Designers & Planners, Inc. to verify the accuracy and obtain reference information on my work performance. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision.

I understand that, if employed, false statements on this application shall be considered sufficient cause of dismissal.

I understand that should I be employed by BMT Designers & Planners, Inc., I will be required to provide proof of authorization to work in the United States and other Immigration status.

I understand that if offered a position with BMT Designers & Planners, Inc., I may be required to submit a pre-employment drug screening and/or background check as a condition of my employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I understand that should an employment offer be extended to me and accepted, that I will fully adhere to the policies, rules, and regulations of employment of BMT Designers & Planners, Inc.

I hereby certify the facts set forth in this employment application are true and complete to the best of my knowledge.

Signature		Date	
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