



# Application for Employment

An Equal Opportunity Employer

876 N. Broadway  
Escondido, CA 92025

Website: www.marconeng.com  
Phone: 760.737.8440

E-mail: careers@marconeng.com  
Fax: 760.737.8461

— After completing this application, sign it, and fax or mail all five pages —

## Our Commitment:

In keeping with our commitment to the community in which we do business, and in compliance with state and federal law, the company is an equal employment opportunity employer. Our employment policies and practices ensure that we are committed to providing equal employment opportunities in all aspects of employment without unlawful regard to race, color, religion, national origin, ancestry, sex, sexual orientation, age, veteran's status, marital status, medical condition, and physical or mental disability.

Please complete information in ALL sections of this Application, even if it is accompanied by a resume.

## Personal Information

Name of Applicant \_\_\_\_\_

Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Position Desired \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Willing to relocate?  Yes  No If travel is required, what percentage of travel time do you prefer? \_\_\_\_\_

### How were you referred to Marcon Engineering?

Print Advertisement Where: \_\_\_\_\_  Website Name: \_\_\_\_\_

Career Fair Name: \_\_\_\_\_  Employee Referral Name: \_\_\_\_\_

Temporary Agency Name: \_\_\_\_\_  Former Employee Name: \_\_\_\_\_

Search Firm Name: \_\_\_\_\_  Other Specify: \_\_\_\_\_

Walk-in  Mail-in

Are you 18 years of age or older?  Yes  No Any relatives or friends at MarCon?  Yes  No

If yes, please name them: \_\_\_\_\_

Have you ever applied to this company?  Yes  No If yes, when: \_\_\_\_\_

Have you ever worked at this company?  Yes  No If yes, when: \_\_\_\_\_

In compliance with the Americans with Disabilities Act, are you able to perform the essential functions of the job for which you have applied with or without reasonable accommodation?  Yes  No

Have you ever been dismissed or forced to resign from any position?  Yes  No

If yes, please explain:

Please advise if any of the following apply to you: Are you an American citizen, lawful permanent resident with a green card, a temporary resident through amnesty, a refugee granted asylum? Please answer "yes" or "no" to this statement.

We do not want you to identify which is your status.  Yes  No

Can you, after being offered a position, begin work within four weeks of the offer?  Yes  No

Please complete all sections, even if accompanied by a resume. Degrees and certificates will be verified.

### Education and Training

Level	School/Address/Phone Number	Course/Degree	Dates	GPA	Graduate
High School					<input type="checkbox"/> Y <input type="checkbox"/> N
Vocational/ Technical					<input type="checkbox"/> Y <input type="checkbox"/> N
College/ University					<input type="checkbox"/> Y <input type="checkbox"/> N
Graduate School					<input type="checkbox"/> Y <input type="checkbox"/> N
Military	List any completed courses that relate to the position for which you have applied:				

Please complete all sections. If application is accompanied by a resume, you may skip Basic Job Duties for each position. Employment history will be verified.

### Employment History

Present or Last Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Employment Dates from \_\_\_\_\_ to \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Basic Job Duties \_\_\_\_\_

May we contact your present employer?  Yes  No

Next Previous Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Employment Dates from \_\_\_\_\_ to \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Basic Job Duties \_\_\_\_\_

Next Previous Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Employment Dates from \_\_\_\_\_ to \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Basic Job Duties \_\_\_\_\_

### Work References

List three persons aware of your job abilities. Please do not list previous supervisors, if they are already listed above.

Name	Address (including city/state)	Position Title	Daytime Phone	Evening Phone
1.				
2.				
3.				

**Please read the following statements carefully before signing this application.**

**Statements**

**My handwritten initials in front of each statement below, as well as my handwritten signature below, indicate that I have read and understand all the statements, and that I am in agreement with them.**

- \_\_\_ I certify that all information on this application is true and correct.
  
- \_\_\_ It is my understanding that MarCon Engineering, Inc. may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews, subject to compliance with applicable fair credit reporting acts. I authorize such investigation and the giving and receiving of any information lawfully requested by MarCon Engineering and release from liability any person or entity giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate discipline or dismissal.
  
- \_\_\_ I further understand that if I am employed by MarCon Engineering, that continued employment with MarCon Engineering is at the mutual consent of each employee and MarCon Engineering. Employees and MarCon Engineering retain the right to terminate the employment relationship at will, at any time, with or without cause.
  
- \_\_\_ If hired, I acknowledge and agree to comply with MarCon Engineering's policy of equal opportunity in all phases of employment without unlawful regard to race, color, religion, national origin, ancestry, sex, sexual orientation, age, veteran's status, marital status, and physical or mental disability.
  
- \_\_\_ If hired, I agree to comply with MarCon Engineering's safety, security and work rules.
  
- \_\_\_ If hired, I agree to submit documents indicating my legal authorization to work in the United States. This procedure is a requirement of the Immigration Reform and Control Act of 1986, which applies to all persons hired with any U.S. employer after November 6, 1986. Upon submission of these documents, I agree to sign an INS Form I-9 under penalty of perjury indicating that I am a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an alien who is otherwise authorized by Immigration laws to obtain employment in the U.S.
  
- \_\_\_ MarCon Engineering is a federal contractor contractor. The export control laws of the United States require that citizenship status for export control purposes be obtained for all employees. If hired, I understand and accept that verification of citizenship will be required.
  
- \_\_\_ I further understand that this is an application for employment and that no employment contract is being offered. If hired, I understand that MarCon Engineering can change wages, benefits, and conditions at any time, subject to applicable law.
  
- \_\_\_ I understand that as a condition of any employment resulting from this application, I will be required to sign an employee proprietary information agreement which, among other things, will obligate me to protect MarCon Engineering proprietary information.
  
- \_\_\_ I understand that it is part of MarCon Engineering's overall commitment to achieve a workforce and work environment free of substance abuse.
  
- \_\_\_ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral and written.
  
- \_\_\_ If employed by MarCon Engineering, I understand that my continuing employment is subject to: (1) MarCon Engineering's policies and procedures, which include reasonable standards of conduct; (2) verification of educational degrees; (3) being granted and maintaining an appropriate background check granted by the U.S. government, if required by my position. In this regard, I agree to submit in a timely manner detailed personal, medical and biographical information to the U.S. government as may be required.

**My handwritten initials in front of each statement above, as well as my handwritten signature below, indicate that I have read and understand all the statements, and that I am in agreement with them.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

*Thank you for your cooperation and your interest in employment with MarCon Engineering*

## Voluntary Self Identification Form

The requested information is being collected for the purpose of reporting to federal, state and equal employment opportunity agencies. MarCon Engineering, as a Federal Contractor, has specific government reporting requirements and completes an annual Affirmative Action Plan. This information will not be considered as part of the application for employment. It will be separated from the employment application. Although the form must be returned, you may choose not to disclose this information.

SS Number		Last Name (type or print)			First		MI
Address				City	State	Zip Code	Phone Number ( )
Male	Female	Position					

Race/Ethnic Category (please check one category):

	<b><u>American Indian or Alaskan Native</u></b> – A person having origins in any of the original peoples of North American and South America (including Central America), and who maintains tribal affiliation or community attachment.
	<b><u>Asian</u></b> – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	<b><u>Black or African American</u></b> – A person having origins in any of the Black racial groups of Africa.
	<b><u>Native Hawaiian or Other Pacific Islander</u></b> – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<b><u>White</u></b> – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
	<b><u>Hispanic Latino (White race only)</u></b> – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.
	<b><u>Hispanic or Latino (all other races)</u></b> – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

	I choose not to disclose this information.
--	--------------------------------------------

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DEFINITIONS:

### Disability:

The Rehabilitation Act of 1973, as amended, defines a disabled individual for the purposes of the program as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment.

"Life activities" may be considered to include communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, adapting to housing etc. For the purpose of Section 503 of the Act, primary attention is given to those life activities that affect employability.

The phrase "substantially limits" means the degree that the impairment affects employability. A disabled individual who is likely to experience difficulty in securing, retaining or advancing in employment would be considered substantially limited.

"Has a record of such an impairment" means that an individual may be completely recovered from a previous physical or mental impairment. It is included because the attitude of employers, supervisors, and coworkers toward that previous impairment may result in an individual experiencing difficulty in securing, retaining, or advancing in employment. The mentally restored, those who have had heart attacks or cancer often experience such difficulty. Also, this part of the definition would include individuals who may have been erroneously classified and may experience discrimination based on this misclassification. This group may include person such as those who have been misclassified as mentally retarded or mentally restored.

"Is regarded as having such an impairment" refers to those individuals who are perceived as having a disability, whether an impairment exists or not, but who, because of attitudes or for any other reason, are regarded as disabled by employers or supervisors who have an effect on the individual securing, retaining or advancing in employment.

"Special Disabled Veteran" means (A) a veteran who is entitled to compensation (or who, but for the receipt of military retirement pay, would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S.C., to have a serious employment handicap of (B) a person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam-era" means a person who served more than 180 days of active military, naval, or air service, any part of which was during the period August 5, 1964, through May 7, 1975, and who (i) was discharged or released there from with other than a dishonorable discharge, or (ii) was discharged or released from active duty because of a service-connected disability. No veteran may be considered to be a veteran of the Vietnam era under this paragraph after December 31, 1991.