



5501 Feltl Road  
 Minnetonka, MN 55343  
 Phone: 952-933-3222  
 Fax: 952-933-0608

Today's Date \_\_\_\_\_

**EMPLOYMENT APPLICATION FORM -- An Equal Opportunity/Affirmative Action Employer**

It is the policy of Wunderlich-Malec Engineering that applicants will receive consideration for positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, status with regard to public assistance, membership in a local commission or any other status identified and protected by federal, state or local legislation. This application will be active for 30 days. After that time a new application or resume may be required for future consideration.

PLEASE TYPE OR PRINT

PERSONAL INFORMATION	
Last Name (Full legal Name)	First Name Middle Initial
Street Address	City State Zip Code
Telephone number:	
Home:	Work:
Have you worked for us or applied for employment with Wunderlich – Malec before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility documentation will be required upon employment.)	Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> (Conviction of a crime is not an automatic bar to employment. We will consider all relevant facts and circumstances surrounding the conviction. In compliance with certain state regulations, the Company will not seek or use information about convictions for which criminal records have been sealed or expunged by court order. You will be notified first if we need to seek criminal records from public authorities.)
Will you now or in the future require Sponsorship? (e.g. H-1B Visa) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide date of conviction, state and county and describe circumstances. _____ _____ _____
Are you 18 years old or older <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you happen to apply for the position?	*Source (i.e. employee referral, newspaper, Internet.)
*Note: exclude any sources that specifically indicate race, color, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, status with regard to public assistance, membership in a local commission or any other status protected by law	

POSITION DESIRED	
Position Title _____	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Specify days and hours available, if part-time _____
Salary Desired _____	Contract or Temporary <input type="checkbox"/>
Are you willing to travel? (please answer if applicable to the position you are applying for.) If yes, indicate the approximate amount of time you are willing to travel.	Date available to start work: <input type="checkbox"/> Immediately <input type="checkbox"/> Upon _____ Weeks Notice <input type="checkbox"/> Other _____



**EMPLOYMENT HISTORY** (“See Resume” is not acceptable as form of completion)

Indicate below your work experience beginning with your CURRENT or MOST RECENT position. You may include military experience that relates to the position you are applying for. *Please do not write “See Resume”.* Please explain any gaps in your employment. Attach additional sheets if needed.

**Present or Last Employer:**

Street Address		City	State	Zip	
Telephone: ( )		Full Name and Title of Supervisor:			
Employment Dates: From: ____/____/____ To: ____/____/____		Title of Position Held:	Starting Salary:	Final Salary:	Bonus/Commission
Summarize Your Job Duties:					
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Reason for Leaving:		If discharged or asked to resign, please explain:			

**Name of Previous Employer:**

Street Address		City	State	Zip	
Telephone: ( )		Full Name and Title of Supervisor:			
Employment Dates: From: ____/____/____ To: ____/____/____		Title of Position Held:	Starting Salary:	Final Salary:	Bonus/Commission
Summarize Your Job Duties:					
May we contact your previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:					
Reason for Leaving:		If discharged or asked to resign, please explain:			

**Name of Previous Employer**

Street Address		City	State	Zip	
Telephone: ( )		Full Name and Title of Supervisor:			
Employment Dates: From: ____/____/____ To: ____/____/____		Title of Position Held:	Starting Salary:	Final Salary:	Bonus/Commission
Summarize Your Job Duties:					
May we contact your previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:					
Reason for Leaving:		If discharged or asked to resign, please explain:			

**Please list people we may contact who are qualified to comment on your work skills and abilities, preferably current or former employers or supervisors. Do not include relatives.**

<b>Employment References</b>			
<b>NAME</b>	<b>TITLE AND WORKING RELATIONSHIP</b>	<b>EMPLOYED BY</b>	<b>PHONE NUMBER (Please include area code)</b>

\*\*\*\*\* PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION \*\*\*\*\*

I hereby swear and declare that all of the above information contained in this application is true and complete in all aspects. I understand that misrepresentation or omission of information on this application, on my resume or during any stage of the hiring process, may disqualify me from further consideration of employment, or may result in withdrawal of any employment offer made, or may result in immediate dismissal upon discovery if employed. I further understand that nothing contained in this employment application or in the granting of an interview will create an employment contract between this Company and me for either employment or any other benefit. I further understand and agree that if hired, my employment is at-will, meaning that it is for no definite period of time, and may be terminated at anytime with or without prior notice and for any reason not prohibited by law. Likewise, I understand that if I am hired, I may terminate my employment with Wunderlich-Malec Engineering Inc. at any time and for any reason. I further understand that no oral statements made by anyone at the Company are binding or enforceable. Rather, all agreements and contracts between the Company and me must be in writing, and signed by an authorized executive officer of the Company. This Company's policies and procedures, including employment at will, cannot be modified in any way without express written intent to do so by the President of this organization.

I hereby give Wunderlich - Malec Engineering and it's representatives the right to contact my prior employers, former supervisors and company personnel, schools and all others for the purpose of verifying the information I have supplied and for obtaining job-related information, regarding my knowledge, skills, abilities, performance of duties, and compliance with policies. I authorize my prior employers to provide this Company any job-related information, personal or otherwise and I release this Company and all other parties contained herein from any liability resulting from the release of this information. I further authorize all employers, schools and other persons to provide any information or transcripts that may be requested by this Company, which will be used to assess my qualifications.

READ THE ABOVE CAREFULLY AND SIGN APPLICATION HERE:

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Under the law, any offer of employment with Wunderlich - Malec Engineering will be contingent upon your providing of sufficient documentation necessary to establish your identity and eligibility to work in the United States.

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