



EST. 1917

R.H. BATTERMAN & CO., INC.

PROFESSIONAL ENGINEERS, LAND SURVEYORS & PLANNERS

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

RETURN COMPLETED APPLICATIONS TO: Human Resources R. H. Batterman & Co., Inc. 2857 Bartells Drive Beloit, WI 53511 Phone (608) 365-4464 Fax (608) 365-1850 Email rhb@rhbatterman.com	Instructions: 1. Complete application. 2. Answer all questions. 3. Date and sign this application on last page. 4. Incomplete applications MAY NOT BE CONSIDERED.
R. H. Batterman & Co., Inc. is an Equal Opportunity Employer and fully subscribes to the principles of Fair Employment Practices. It is the policy of the Corporation to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, sexual orientation, age, sex, veteran status or disability, or any other basis prohibited by Federal or State law. As an Equal Opportunity Employer, R. H. Batterman & Co., Inc. intends to comply fully with all Federal and State laws and the information requested on this application will not be used for any purpose prohibited by law.	
POSITION APPLYING FOR:	DATE:
LAST NAME: FIRST NAME: MIDDLE INITIAL:	HOME PHONE:
ADDRESS: (Street) (Apt. #)	WORK PHONE:
(City) (State) (Zip)	CELL/OTHER PHONE:
Do you currently possess a valid Driver's License? YES <input type="checkbox"/> NO <input type="checkbox"/> License #: _____ State: _____	ARE YOU INTERESTED IN: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either <input type="checkbox"/>
Salary Desired \$ _____ Available Start Date _____	
Are you legally eligible for employment in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>	List any other names by which you have been known on official records.
List any relatives working for us:	Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/> If so may we contact your present employer regarding your qualifications? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you worked for us before? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when? _____ Department _____ Supervisor _____ Have you ever applied for the company before? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when? _____	

CONVICTION RECORD

Have you ever been convicted of a crime? YES NO Include all felonies and misdemeanors. Exclude minor traffic offenses and convictions prior to your 18th birthday. Conviction is not an automatic bar to employment. Each case is considered on its individual circumstances. I understand that a subsequent discovery by R. H. Batterman & Co., Inc. of false information may be considered grounds for termination.

Date	Location	Charge	Court	Disposition of Case

EDUCATION & TRAINING

Did you graduate from high school? YES NO If no, have you passed a high school Equivalency or G.E.D. test? YES NO

Name and City of high school: _____ Date test was passed: Month ____ Year ____

Typing Speed _____ Words Per Minutes (If applicable to position applied for)

Training beyond high school (college or university, business college, military or other training you have received). **Indicate credits earned or completed.**

Name and Location	Did you Graduate?	Dates Attended From(Mo/Yr) To(Mo/Yr)	Credits Earned	Major Fields of Study/ Degree and Dates

List software programs and level of knowledge for each (i.e., beginner, intermediate, advanced)	Level

EMPLOYMENT RECORD

From (month & year) _____ To (month & year) _____ (please check one) Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Title of PRESENT/MOST RECENT position: _____ Name of employer: _____ Address of employer: _____ Name of supervisor: _____ Phone Number: _____
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____ PRIMARY DUTIES: _____ _____ _____

EMPLOYMENT RECORD CONTINUED

From (month & year) _____ To (month & year) _____ (please check one) Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Title of PRESENT/MOST RECENT position: _____ Name of employer: _____ Address of employer: _____ Name of supervisor: _____ Phone Number: _____	
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____	PRIMARY DUTIES: _____ _____ _____

From (month & year) _____ To (month & year) _____ (please check one) Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Title of PRESENT/MOST RECENT position: _____ Name of employer: _____ Address of employer: _____ Name of supervisor: _____ Phone Number: _____	
Highest Salary Earned: \$ _____	Reason for leaving or considering change: _____ _____	PRIMARY DUTIES: _____ _____ _____

REFERENCES

Examples include supervisors or volunteer coordinators/lead workers knowledgeable of your work performance. Do not include personal friends or relatives.

Reference Name and Address:
Relationship to Reference:
Reference's Phone Number:
Years Acquainted:

Reference Name and Address:
Relationship to Reference:
Reference's Phone Number:
Years Acquainted:

Reference Name and Address:
Relationship to Reference:
Reference's Phone Number:
Years Acquainted:

Use this space for any additional information or comments such as professional activities or affiliations; non-religious community involvement / hobbies.

Please Read Carefully
Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or given to the employer through the application process may be considered sufficient cause for dismissal. I am aware that a thorough investigation of my entire background may be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to R. H. Batterman & Co., Inc. or its agent upon presentation of this or copy hereof. I understand that the background check might be done either before or after an employment decision is reached and in fact could conceivably be done on multiple occasions during employment. I understand and agree that if hired, my employment with R. H. Batterman & Co., Inc. is for no definite period and may be terminated at any time without previous notice.

Some positions require a physical examination following an offer of employment. A record of the examination is placed in a separate, confidential medical file. I authorize any medical provider to supply this information to R. H. Batterman & Co., Inc.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my employment as requested by R. H. Batterman & Co., Inc..

I hereby release from liability and hold harmless R. H. Batterman & Co., Inc. and all persons and corporations supplying this information to R. H. Batterman & Co., Inc. and/or its agents. A photocopy of this authorization is as effective as the original.

Signature of Applicant: _____ **Date:** _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with R. H. Batterman & Co., Inc. will be based on your merit and on no other consideration.

Rev. 2/07