



Employment Application

Software Engineering Services, Inc.
P.O. Box 1393
Yorktown, VA 23692-2393
(757) 890-2997

It is the policy of Software Engineering Services, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legal protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Applicant Name _____
Address _____
City / State / Zip _____
Number of Years at this address _____
Daytime Phone _____ *Evening Phone* _____
Social Security Number _____

Who should be contacted if you are involved in an emergency?

Contact Name _____
Relationship to You _____
Address _____
City / State / Zip _____
Daytime Phone _____ *Evening Phone* _____

Job Position _____

Salary Desired _____ *per* _____

Referral Source – Who referred you to this company?

Have you applied to this company previously? _____
If yes, When? _____



Driver's License Number _____
State Issued _____

Applicant Employment History – List your current or most recent employer first

Employer Name _____

Address _____

City / State / Zip _____

Job Duties _____

Reason for Leaving _____

Dates of Employment
(Month/Year) _____

Employer Name _____

Address _____

City / State / Zip _____

Job Duties _____

Reason for Leaving _____

Dates of Employment
(Month/Year) _____

Employer Name _____

Address _____

City / State / Zip _____

Job Duties _____

Reason for Leaving _____

Dates of Employment
(Month/Year) _____



Applicant's Education and Training – List your education and training

High School Name & Address _____

Last Grade Completed _____ *Diploma* _____

College Name & Address _____

If degree was received, please indicated and describe achievements

Other Training – Graduate, Technical, Vocational

Award, Honors, Special Achievements

Applicant's Skills: List any skills that maybe useful for the job you are seeking. Enter the number of years of experience and circle the number, which corresponds to your ability for each particular skill. (1 represents poor ability, while 5 represents exceptional ability)

<i>Skill</i>	<i>Years of Experience</i>					<i>Ability</i>				
	1	2	3	4	5	1	2	3	4	5

Reference: List any 2 people who would be willing to provide a reference for you.

Name _____

Address _____

City / State / Zip _____

Telephone _____

Relationship _____

Name _____

Address _____

City / State / Zip _____

Telephone _____

Relationship _____



Certification

I certify that the information provided on this Application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my Application, or if employment commences, immediate termination.

I authorize Software Engineering Services, Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance and grades. I authorize those person designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed in behalf of the organization by its President, the employment relationship will be entirely voluntary in nature. In other words, with appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer would have the same right. Moreover, no agent, representative or employee of Software Engineering Services, Inc., except in a specific written contract of employment signed on behalf of the organization by its President, has the power to alter or vary the voluntary nature of employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE