



Employment Application

Attract the best

Commit to excellence

Serve others

Make a difference

Improve the earth

GeoDesign is an equal opportunity employer

GeoDesign relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

RECRUITMENT TRACKING INFORMATION
PLEASE COMPLETE THE FOLLOWING INFORMATION:

Job Applied For: _____

HOW DID YOU LEARN ABOUT THIS POSITION?

- Newspaper (List Publication): _____
- Website (List Site): _____
- GeoDesign Website (www.geodesigninc.com)
- Career Fair (List University): _____
- Employee Referral
- Recruiter (List Name/Agency): _____
- Friend
- Other: _____

VOLUNTARY INFORMATION

The information you provide below is voluntary.

Affirmative Action

GeoDesign, Inc. has an Affirmative Action Policy. If you choose to provide this information, it will help us evaluate the effectiveness of our affirmative action programs. This will also be used for research and statistical purposes.

Ethnic Background (check only one)

- (A) **Asian or Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- (B) **African American (not of Hispanic origin):** Persons having origins in any of the black ethnic groups.
- (H) **Hispanic:** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.
- (I) **Native American or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) **Caucasian (not of Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Gender: MALE FEMALE

Disabled: YES NO

(Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

****ATTENTION****

**Attach this page to your application materials,
even if you do not provide the voluntary information.**

GEODESIGN, INC. EMPLOYMENT APPLICATION

An Equal Opportunity Employer

TYPE or PRINT in INK	Please complete the application by typing or clearly printing in dark ink. Submit a separate application (photocopy acceptable) for each recruitment announcement. If your application materials do not clearly show you meet the qualifications of the job for which you are applying, your application will not be accepted.	
JOB APPLIED FOR:		
DRIVERS LICENSE NUMBER:	STATE OF ISSUE:	SOCIAL SECURITY NUMBER:
- - -		
DO YOU HAVE AVAILABLE TRANSPORTATION? <input type="checkbox"/> Yes <input type="checkbox"/> No		

NAME AND ADDRESS			
NAME (LAST, FIRST, M.I.):		HOME TELEPHONE (include area code):	
MAILING ADDRESS:		WORK TELEPHONE (Provide only one including area code):	
CITY:	STATE:	ZIP CODE:	OTHER (include area code):
EMAIL ADDRESS:		<input type="checkbox"/> PAGER <input type="checkbox"/> CELL PHONE <input type="checkbox"/> MESSAGE	

WORK SCHEDULE AVAILABILITY		
Check As Many As Apply: <input type="checkbox"/> PERMANENT <input type="checkbox"/> SEASONAL <input type="checkbox"/> TEMPORARY	Check As Many As Apply: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME >24 HRS) <input type="checkbox"/> INTERMITTENT <input type="checkbox"/> PART TIME (<24 HRS) <input type="checkbox"/> JOB SHARE	Date You Can Report For Work:

EDUCATION / TRAINING HISTORY				
List colleges, military, trade, business or other schools attended.				
DO YOU HAVE A HIGH SCHOOL DIPLOMA OR A GED CERTIFICATE? (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO				
Name and Location Of School, College, or University	Course of Study (List Major)	Did You Graduate?	Overall GPA	Degree or Certificate Received
1		<input type="checkbox"/> YES <input type="checkbox"/> NO		
2		<input type="checkbox"/> YES <input type="checkbox"/> NO		
3		<input type="checkbox"/> YES <input type="checkbox"/> NO		
List Up to 10 Applicable Courses/Seminars/Training Sessions			Name of College/University/Organization	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

LICENSE / REGISTRATION / CERTIFICATION
List professional licenses, registrations, certificates, etc.

DESCRIPTION:	STATE:	NUMBER:	EXPIRATION:

SPECIALIZED SKILLS AND KNOWLEDGE
List skills or knowledge that shows your ability to perform the job for which you are applying.

WORK HISTORY

JOB NUMBER 1 (current or most recent position)

NAME OF EMPLOYER:	EMPLOYER'S ADDRESS and PHONE NUMBER:	
KIND OF BUSINESS:	SUPERVISOR'S NAME and PHONE NUMBER:	
YOUR JOB TITLE:	MAY CONTACT AS A REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS WORKED PER WEEK (Average):
TOTAL TIME IN CURRENT OR LAST POSITION:	FROM (MONTH - YEAR):	TO (MONTH - YEAR):

DUTIES (List all duties you performed):

REASON FOR LEAVING THIS POSITION:

JOB NUMBER 2		
NAME OF EMPLOYER:	EMPLOYER'S ADDRESS and PHONE NUMBER:	
KIND OF BUSINESS:	SUPERVISOR'S NAME and PHONE NUMBER:	
YOUR JOB TITLE:	MAY CONTACT AS A REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS WORKED PER WEEK (Average):
TOTAL TIME IN CURRENT OR LAST POSITION:	FROM (MONTH - YEAR):	TO (MONTH - YEAR):
DUTIES (List all duties you performed):		
REASON FOR LEAVING THIS POSITION:		
JOB NUMBER 3		
NAME OF EMPLOYER:	EMPLOYER'S ADDRESS and PHONE NUMBER:	
KIND OF BUSINESS:	SUPERVISOR'S NAME and PHONE NUMBER:	
YOUR JOB TITLE:	MAY CONTACT AS A REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS WORKED PER WEEK (Average):
TOTAL TIME IN CURRENT OR LAST POSITION:	FROM (MONTH - YEAR):	TO (MONTH - YEAR):
DUTIES (List all duties you performed):		
REASON FOR LEAVING THIS POSITION:		

JOB NUMBER 4		
NAME OF EMPLOYER:	EMPLOYER'S ADDRESS and PHONE NUMBER:	
KIND OF BUSINESS:	SUPERVISOR'S NAME and PHONE NUMBER:	
YOUR JOB TITLE:	MAY CONTACT AS A REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS WORKED PER WEEK (Average):
TOTAL TIME IN CURRENT OR LAST POSITION:	FROM (MONTH - YEAR):	TO (MONTH - YEAR):
DUTIES (List all duties you performed):		
REASON FOR LEAVING THIS POSITION:		
JOB NUMBER 5		
NAME OF EMPLOYER:	EMPLOYER'S ADDRESS and PHONE NUMBER:	
KIND OF BUSINESS:	SUPERVISOR'S NAME and PHONE NUMBER:	
YOUR JOB TITLE:	MAY CONTACT AS A REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS WORKED PER WEEK (Average):
TOTAL TIME IN CURRENT OR LAST POSITION:	FROM (MONTH - YEAR):	TO (MONTH - YEAR):
DUTIES (List all duties you performed):		
REASON FOR LEAVING THIS POSITION:		

ADDITIONAL PROFESSIONAL REFERENCES		
NAME:	RELATIONSHIP:	PHONE NUMBER:
1		
2		
3		

CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from state service if discovered after employment, and under some circumstances, may result in prosecution for a crime.

- ♦ I certify that all statements contained herein are true and complete whether made by me or others at my request.
- ♦ I understand that if hired, I must prove that I am legally authorized to work in the United States.
- ♦ I authorize the GeoDesign, Inc. to check employment references and verify education information provided on this employment application and as disclosed in the interview process.
- ♦ I authorize the GeoDesign, Inc. to check my driving record if the position for which I am applying requires driving.
- ♦ You may be asked to submit to a pre-employment drug test, a credit history check and/or criminal history background check as a condition of employment.
- ♦ I release GeoDesign, Inc. and all providers of information from any liability as a result of furnishing and receiving any information related to the GeoDesign, Inc.'s hiring process.
- ♦ I agree to allow GeoDesign, Inc. to contact the people I have listed as references and past/present employers on this application. I also agree not to hold any references or past/present employers listed on this application liable for damages relating to any truthful information they provide regarding my qualifications for employment at GeoDesign, Inc.

By electronically submitting my application materials, I agree to the conditions stated in this "Certification and Signature" section, and this section is enforceable as if I had signed below.

SIGNATURE:	DATE:
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**PLEASE KEEP A COPY OF YOUR APPLICATION FOR INTERVIEWS.
COPIES WILL NOT BE PROVIDED.**

EMAIL COMPLETED APPLICATION TO: hrdept-adm@geodesigninc.com

****END OF EMPLOYMENT APPLICATION ****

***Thank you for your interest in the
employment with GeoDesign, Inc.***