



# Employment Application

Please email completed application to:  
**HR@ADFENGINEERING.COM**

228 Byers Road, Suite 202  
Miamisburg, OH 45342

## Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Present Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available for work: \_\_\_\_\_ How did you learn about this position? \_\_\_\_\_ Desired Salary Range: \$ \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Are you legally eligible for employment in the United States? (if yes, proof is required) YES  NO  Does ADF currently employ any of your relatives? YES  NO

Have you ever been employed here before? YES  NO  If yes, please list relative name? \_\_\_\_\_

Have you ever been convicted of a crime, other than minor traffic violations? YES  NO  If yes, explain below: number of conviction(s), nature of offense(s), date of offense(s), sentence(s) imposed and type(s) of rehabilitation, state(s) & county(ies) in which the conviction occurred.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_

Vocational/ Other Training: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_



### Job Availability

Would you accept full-time work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you willing to travel should the job require it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Would you accept part-time work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	What percentage of time? _____		
Are you willing to work additional hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you willing to relocate if required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### References

Please list three professional references.

Full Name: _____	Professional Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Professional Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Professional Relationship: _____
Company: _____	Phone: _____
Address: _____	

### Employment History

Please list your employment history/experience for the past ten years beginning with your most recent job held. Add additional sheets of paper if necessary. Do not state "refer to resume", and do not leave blank entries. Incomplete information can disqualify you from the application process. Include your current employer if currently employed.

**Company 1:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving (be specific): \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Company 2:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving (be specific): \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Company 3:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving (be specific): \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Company 4:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving (be specific): \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Company 5:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving (be specific): \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Note below any exceptions and reasons for not permitting ADF to contact any previous or current employers/supervisors:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Military Service**

Have you ever been in the active Armed Forces? YES NO

Have you ever been in the reserved Armed Forces? YES NO

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Driving License & History**

Do you have a valid Driver's License? YES NO

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Have you had any accidents during the past three years? YES NO

How many: \_\_\_\_\_

Have you any moving violations during the past three years? YES NO

How many: \_\_\_\_\_

What is your intended means of transportation to work? \_\_\_\_\_

### Experience & Qualification Summary

Check all areas below that apply to you. Please check only those areas in which you are knowledgeable because you will be asked to substantiate your expertise in the areas marked, including testing.

<u>Project Management</u>	<u>CAD, Software, &amp; Programming Experience</u>			
Business Development <input type="checkbox"/>	2-D Design <input type="checkbox"/>	ChemCAD <input type="checkbox"/>	Microstation <input type="checkbox"/>	Pro Steel <input type="checkbox"/>
Cost Estimating <input type="checkbox"/>	3-D Design <input type="checkbox"/>	Cloudworx <input type="checkbox"/>	MS Project <input type="checkbox"/>	RAM Structural <input type="checkbox"/>
Project Tracking <input type="checkbox"/>	Access <input type="checkbox"/>	Epcon <input type="checkbox"/>	Primavera <input type="checkbox"/>	STAAD III <input type="checkbox"/>
Project Reporting <input type="checkbox"/>	Aspen <input type="checkbox"/>	Excel <input type="checkbox"/>	Multi Steel <input type="checkbox"/>	TEDDS <input type="checkbox"/>
Proposal Generation <input type="checkbox"/>	AutoCAD <input type="checkbox"/>	Integraph <input type="checkbox"/>	Outlook <input type="checkbox"/>	Visual Basic <input type="checkbox"/>
Quality Assurance <input type="checkbox"/>	AutoPipe <input type="checkbox"/>	Ladder Login <input type="checkbox"/>	PowerPoint <input type="checkbox"/>	Word <input type="checkbox"/>
Scheduling <input type="checkbox"/>	AutoPlant <input type="checkbox"/>	Laserscan <input type="checkbox"/>	Bentley <input type="checkbox"/>	
Other:	Other:			

<u>Electrical, Controls, and Instrumentation Experience</u>				
<u>Electrical</u>			<u>Instrumentation</u>	
Arc Flash <input type="checkbox"/>	Motors <input type="checkbox"/>	Switchgears <input type="checkbox"/>	<b>Voltage Range</b> Less than 120V to 240V <input type="checkbox"/>	Instrument Electrical <input type="checkbox"/>
Coordination Studies <input type="checkbox"/>	MCC's <input type="checkbox"/>	Transformers <input type="checkbox"/>	Up to 480V <input type="checkbox"/>	Instrument Pneumatic <input type="checkbox"/>
Grounding <input type="checkbox"/>	Short Circuit Analysis <input type="checkbox"/>	Utilities <input type="checkbox"/>	Greater than 480V <input type="checkbox"/>	Instrument Spec <input type="checkbox"/>
Lighting <input type="checkbox"/>	Single Lines <input type="checkbox"/>			Valve Sizing <input type="checkbox"/>
Load Flow Analysis <input type="checkbox"/>	Starters <input type="checkbox"/>			
<u>Controls &amp; Automation</u>				
<b>PLC's</b>		<b>DCS's</b>		
PLC Allen-Bradley <input type="checkbox"/>	PLC Reliance <input type="checkbox"/>	DCS ABB <input type="checkbox"/>	DCS Fisher-Porter <input type="checkbox"/>	DCS Rosemount <input type="checkbox"/>
PLC General Electric <input type="checkbox"/>	PLC Siemens <input type="checkbox"/>	DCS Bailey <input type="checkbox"/>	DCS Foxboro <input type="checkbox"/>	<input type="checkbox"/>
PLC Modicon <input type="checkbox"/>	PLC Texas Instruments <input type="checkbox"/>	DCS Fisher <input type="checkbox"/>	DCS Honeywell <input type="checkbox"/>	<input type="checkbox"/>
Other:				

<u>Mechanical &amp; Process Experience</u>		<u>Structural Experience</u>	
Chemical Handling <input type="checkbox"/>	Material & Energy Balance <input type="checkbox"/>	Bins <input type="checkbox"/>	Multi-Story Concrete <input type="checkbox"/>
Drying <input type="checkbox"/>	Pipe Stress <input type="checkbox"/>	Concrete Design <input type="checkbox"/>	Multi-Story Steel <input type="checkbox"/>
Dust Collection <input type="checkbox"/>	Piping System <input type="checkbox"/>	Deep Foundations <input type="checkbox"/>	Pipe, Bridges & Rocks <input type="checkbox"/>
Fan & Blower Design <input type="checkbox"/>	Pneumatic Conveying <input type="checkbox"/>	Grading/Drainage <input type="checkbox"/>	Pipe Supports <input type="checkbox"/>
Fluid Flow <input type="checkbox"/>	Powder & Bulk Handling <input type="checkbox"/>	Heavy Industry <input type="checkbox"/>	Seismic Design <input type="checkbox"/>
Food Safety <input type="checkbox"/>	Process Equipment Sizing <input type="checkbox"/>	Industrial Design <input type="checkbox"/>	Steel Design <input type="checkbox"/>
Industrial HVAC <input type="checkbox"/>	Process Safety <input type="checkbox"/>	Masonry Structures <input type="checkbox"/>	Timber Design <input type="checkbox"/>
Industrial Refrigeration <input type="checkbox"/>	Steam/Condensate Tank/Bin/Hopper <input type="checkbox"/>		Utility Racks <input type="checkbox"/>
Other:		Other:	

<u>Experience by Industry</u>			
Adhesives <input type="checkbox"/>	Biomass <input type="checkbox"/>	Grain Processing <input type="checkbox"/>	Petroleum <input type="checkbox"/>
Aerospace <input type="checkbox"/>	Chemical <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	Pharmaceuticals <input type="checkbox"/>
Animal Feed <input type="checkbox"/>	Communications <input type="checkbox"/>	Meat Processing <input type="checkbox"/>	Poultry Feed <input type="checkbox"/>
Aqua Feed <input type="checkbox"/>	Construction <input type="checkbox"/>	Metals <input type="checkbox"/>	Power <input type="checkbox"/>
Automotive <input type="checkbox"/>	Corn Wet Milling <input type="checkbox"/>	Minerals/Mining <input type="checkbox"/>	Steel Mills <input type="checkbox"/>
Beer Brewing <input type="checkbox"/>	Flavors <input type="checkbox"/>	Nutraceuticals <input type="checkbox"/>	Sugar Sweeteners <input type="checkbox"/>
Beverages <input type="checkbox"/>	Food Processing <input type="checkbox"/>	Oil Seeds <input type="checkbox"/>	Utility <input type="checkbox"/>
Bio Diesel <input type="checkbox"/>	Fuel Ethanol <input type="checkbox"/>	Pet Food <input type="checkbox"/>	Waste Water <input type="checkbox"/>

List any job related special trainings or skills, professional affiliations/accomplishments, hobbies or pursuits:

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**License or Certificate**

If the position for which you are applying requires a license or certificate (other than driver’s license), submit the following information:

Type	State	Date Received	Last Renewal	Certificate Number	Examination or Reciprocity

**Release, Authorization, Waiver and Acknowledgement**

**In exchange for the consideration of my job application by ADF Engineering, Inc. (ADF Engineering) I agree that:**

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements or other ADF Engineering company practices and the like as they may exist from time to time shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of ADF Engineering or otherwise to change in any respect the employment at will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of ADF Engineering. Both the undersigned and ADF Engineering may end the employment relationship at any time, without specified notice or reason. If employed, I understand that ADF Engineering may unilaterally change or revise its benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation and confirmation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice or disqualification from further consideration of my Employment Application. I hereby give ADF Engineering permission to contact schools, previous employers and current employer (unless otherwise indicated), references, and others as necessary to verify the accuracy and completeness of the information provided by me, and hereby release ADF Engineering from any liability as a result of such contact.

I authorize the U.S. Government, state governments, governmental agencies, prior employers, current employer, or references to give ADF Engineering any and all information concerning my previous or current employment and any pertinent information they may have about me, personal or otherwise. I hereby release all parties from any and all liability for any damage that may result from information released to ADF Engineering based upon this release.

I also understand that (1) ADF Engineering has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to, and compliance with, such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that my employment, or continued employment, may be based upon the successful passing of job related physical examinations.

I understand that, in connection with the routine processing of my employment application, ADF Engineering may request from a consumer reporting agency an investigative consumer report including checks of public records, information as to my credit history, character, general reputation, personal characteristics, and mode of living. Upon written request from me, ADF Engineering will provide me with additional information concerning the nature, contents, and scope of any such report requested by it, as required by the Fair Credit Reporting Act.



I further understand that my employment with ADF Engineering shall be probationary for a period of ninety (90) days and that at any time during the probationary period or thereafter, my employment relation with the ADF Engineering is terminable at will for any reason by either party.

**Electronic Submission Terms and Conditions**

By submitting my "Employment Application" by electronic means, I agree to all the terms and conditions contained in the "Release, Authorization, Waiver and Acknowledgement" section of this application and represent that all my answers are true and complete to the best of my knowledge.

I also agree that by my electronic submission of this "Employment Application", should I be selected for an interview, I agree to sign a paper copy of the "Release, Authorization, Waiver and Acknowledgement" form and provide my Social Security Number prior to the interview as a condition for the interviewing process to proceed.

**Electronic Submission Attestation**

**By electronically submitting this "Employment Application" I attest that I am the Applicant named on Page 1 of this "Employment Application" and that I am authorized to use the email address below.**

**Date of Electronic Submission:** \_\_\_\_\_

**Your email address associated with this submission:** \_\_\_\_\_

**Equal Employment Opportunity Statement**

ADF Engineering is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, marital or veteran status. Your opportunity for employment depends solely upon your qualifications for the position for which you applied.

**Thank you for completing this application and for your interest in our business. If you are selected for further consideration, you will be contacted by a representative of the Human Resources Department.**