



CONSTRUCTION ► MECHANICAL ► CONTROL SYSTEM

15924 Derwood Road | Rockville, MD 20855 ► Tel: 301.417.0990 | Fax: 301.417.0991

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on race, color, sex, handicap or any condition prescribed by state or local law

PERSONAL INFORMATION

First Name	Middle Name	Last Name	Application Date: / /
Present Street Address:			Home Phone:
City, State, Zip			Cell Phone:
Permanent Street Address:			Social Security #
City, State, Zip			Date of Birth: / /
Desired Position:			Salary Expected
In case of emergency, notify: Name: Emergency #:			
Are you legally eligible for employment in the United State? <input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident Other visa holder _____			Date Available to Start: / /
Are you driving? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Are you insured? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			Employment Desired: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

EMPLOYMENT EXPERIENCE (Please give accurate, complete full or part-time employment record. Start with your most recent employer)

	Date	Company name and location	Employment History	Position and Related Work	Reason for leaving
1	From		Telephone ()		
	To		Salary		
2	From		Telephone ()		
	To		Salary		
3	From		Telephone ()		
	To		Salary		
4	From		Telephone ()		
	To		Salary		

Please list any additional information which you feel qualifies you for the position you are seeking:



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EDUCATIONAL HISTORY

Languages Spoken: ☐ English ☐ Chinese Other Languages: _____

Degree and Certification

Education	Name of the School	City	Country	Start Year	Graduate year	Specialty/Reward
Graduate						
College						
High School						
Technical Training/ License Certificate						

I certify that the answers given herein are true & complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand & acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time & employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be charged by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in immediate discharge.

I further understand that I am required to abide by all rules & regulations of the employer, ATCO Services, Inc.

Signature of Applicant_____
Date

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE _____ / _____ / _____

REMARKS: _____

Report Record	Hire Information	Personal Description
Desire to Position	Position	Neatness Good <input type="checkbox"/> Satisfied <input type="checkbox"/> Poor <input type="checkbox"/>
Tend to be Hired	Salary/Wages Hr:	Ability Good <input type="checkbox"/> Satisfied <input type="checkbox"/> Poor <input type="checkbox"/>
Approved By	Start Date / /	Character Good <input type="checkbox"/> Satisfied <input type="checkbox"/> Poor <input type="checkbox"/>