

APPLICATION FOR EMPLOYMENT

Date: _____

NTM Engineering, Inc. considers applicants for all positions regardless of race, color, religion, gender, national origin, age, disability, marital status or any other legally protected status. Applicants requiring accommodation in the application or hiring process should contact NTM Engineering, Inc.

GENERAL INFORMATION

Last Name: _____ First Name: _____ M.I.: _____

Address: _____
Street City State Zip

Phone/Cell: _____ Email: _____

EMPLOYMENT DESIREDFull Time ☐ Part Time ☐ Temporary ☐

Position: _____ Date Available: _____ Salary Desired: \$ _____

Are you currently employed? _____ If so, may we contact your current employer? _____

Current Employer: _____ Current Employer Phone: _____

Which office are you applying to (check all that apply)? _____ Dillsburg _____ State College _____ Wayne

Were you referred to NTM by an employee? _____ If so, please name the employee? _____

QUALIFICATIONS

	YES	NO
1. Are you over 18 years of age?	_____	_____
2. Do you have a legal right to work in the United States?	_____	_____
3. Do you have a valid US drivers license?	_____	_____

If yes, State: _____ Number: _____

If applicable: Professional Registration No. _____ State: _____ Status: _____

(check) As Engineer _____ As Surveyor _____ Other (explain) _____

SKILLS – I have skills in and am familiar with the following programs (note other relevant skills in the blank boxes):

Microsoft Office (Word, Excel)	HydroCAD	HEC-RAS
Bluebeam or Adobe Acrobat	SWMM	Surface-water Modeling System (SMS)
AutoDesk (AutoCAD, Civil 3D)	Bentley MicroStation	HEC-HMS
AutoDesk Storm & Sanitary	Bentley InRoads/OpenRoads	Watershed Modeling System (WMS)
AutoDesk Hydraflow	Bentley OpenFlows	ArcGIS
STAAD Pro	Tekla Structures	

Other:

EMPLOYMENT

Begin with your most recent job and list your work history, including part-time, temporary or seasonal employment, and all periods of unemployment. (If you need more space, please continue on a separate sheet of paper or attach a comprehensive resume that includes the information below.)

Employer:		Dates:	Salary/Hourly Rate:
Address:		From: _____	Final: _____
		To: _____	
Phone:		Reason for Leaving:	
Supervisor:			
Employer:		Dates:	Salary/Hourly Rate:
Address:		From: _____	Final: _____
		To: _____	
Phone:		Reason for Leaving:	
Supervisor:			
Employer:		Dates:	Salary/Hourly Rate:
Address:		From: _____	Final: _____
		To: _____	
Phone:		Reason for Leaving:	
Supervisor:			

*This section can be skipped if it already appears on your resume.

EDUCATION	Name & Address	Years Attended	Graduation Date	Degree/ Course of Study
High School				
Undergraduate				
Graduate / Other				

REFERENCES – Please list three (3) character references that are not relatives, former employers or persons living outside the United States.		
Name & Address	Phone	Years Known
1.		
2.		
3.		

NTM Engineering, Inc. does not discriminate in hiring or employment on the basis of race, color, religion, gender, national origin, age, disability, marital status or any other legally protected status. If and when you are considered for an open position, a check will be made with your past employers concerning your work record and personal history and verify all data collected on paper or in interview. You have the right to request information about the nature and scope of these investigations. This application will be held on file for one year. Please indicate below if you have read and understand the foregoing disclosure:

I certify that the facts set forth in this application are true and accurate, and that I have not knowingly withheld any facts or information that would affect my application unfavorably. I understand that any false or misleading statements are grounds for rejection, and if I become employed are grounds for termination. I authorize NTM Engineering, Inc. to contact all sources necessary to verify this information.

Furthermore, I release from liability NTM Engineering, Inc., and any employer or person offering information in connection with a background investigation relating to obtaining the position I've applied for with NTM Engineering, Inc. I understand that in the event I am hired, my status will be that of an "at-will" employee. I specifically agree that my employment may be terminated with or without cause or notice, at the option of NTM Engineering, Inc. or myself. I understand that NTM Engineering, Inc. is a drug-free workplace and that if suspected of doing drugs I may be requested to undergo a drug test. I understand that this application is not a contract of employment.

Applicant Signature