

Application for Employment

Terra Dynamics is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT**. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate “See Resume.”) Applications with missing or invalid job numbers will not be considered for any position.

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| Position Applying For:JOB #:       | Name (Last, First, Middle):       | Other names under which you have attended school or been employed:      |
| Street Address:       | City, State & Zip:       |  |
| Social Security Number:      | Home Phone:       | Work Phone:      | Other Phone:       |
| Are you legally entitiled to work in the United States? | [ ] Yes  [ ] No |  |
| Are you 18 years of age or older? | [ ]  Yes [ ]  No |  |
|  |  |  |
| Have you ever been employed by Terra Dynamics? | [ ]  Yes [ ] No | If YES, dates of employment & reason for leaving: |
| Are you related to any current Terra Dynamics employee? | [ ] Yes [ ]  No | If YES, their name & their relationship to you? |
| If required for position, do you have a valid driver’s license? | [ ]  Yes [ ]  No | If YES, State of issuance, license #, and expiration date: |
| How did you learn about this employment opportunity? Check all that apply: [ ]  Ad in *newspaper*[ ]  Job Bulletin (Posting) /Walk-in Website [ ] Dept. of Labor [ ] Ad in *magazine*[ ]  Referral by employee [ ] Other:  |

##  EDUCATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School:       |       | [ ] Yes [ ]  No |       |       |       |       |
| GED:       |       | [ ] Yes [ ]  No |       |       |       |       |
| Other School:        |       | [ ] Yes [ ]  No |       |       |       |       |
| College:       |       | [ ] Yes [ ]  No |       |       |       |       |
| College:       |       | [ ] Yes [ ]  No |       |       |       |       |
| College:       |       | [ ] Yes [ ]  No |       |       |       |       |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.      |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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|       |
| Are you a driver? What Type of EQUIPMENT can you operate?  |
| What other experience do you have? For Example: Irrigation, reading blueprint & plans, knowledge of plants, etc.? |

**WORK EXPERIENCE**-Please detail your work history. Begin with your current or most recent employer. Please explain any gaps in employment. **PLEASE DO NOT** complete this information with the notation “See Resume.”

**PLEASE NOTE**: Terra Dynamics reserves the right to contact all current and former employers for reference information.

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| Dates Employed (most recent position)From:       To        | [ ] Full time [ ]  Part-timeIf part-time, # hours per week:  | Title:       |
| Starting Wage:      | Organization Name, Type of Business and Address:       |
| Final Wage:       |
| Supervisor’s Name, Title and Phone #:       | Other Reference Name, Title and Phone #:       | Contact my current references:[ ]  At any time[ ]  Only if I am a finalist candidate |
| Primary duties:       | Reason for Leaving:       |
| Dates Employed (most recent position)From:       To        | [ ] Full time [ ]  Part-timeIf part-time, #hours per week  | Title:       |
| Starting Wage:      | Organization Name, Type of Business and Address:       |
| Final Wage:       |
| Supervisor’s Name, Title and Phone #:       | Other Reference Name, Title and Phone #:       | Contact my current references:[ ]  At any time[ ]  Only if I am a finalist candidate |
| Primary duties:       | Reason for Leaving:       |

 **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

 I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or

misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment, if discovered at a later date.

I authorize Terra Dynamics to investigate all statements contained in this application and to request information about me from previous employers and educational institutions.

I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties and persons connected with

any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information that may be sought in arriving at an employment decision. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.

I understand that employees of Terra Dynamics serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a

reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_