



Employment Application

D & R is an Equal Opportunity Employer. We conduct all employment-related activities without regard to race, color, sex, religion, age, national origin, disability, veteran or military status, sexual orientation or any other classification protected by applicable State or Federal employment discrimination laws. D & R welcomes diversity in the workplace.

*28 Washington Avenue
Endicott, NY 13760
www.dandr.com
Telephone (607) 754-2200 / FAX (607) 754-0709*



Position applied for			
<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Full or Part time	No. of hours per week
Salary desired (Be specific)		Date available for employment	

GENERAL

Name:.....
Last First Middle

Present address
Street & No. City State Zip

Telephone Email Address

Are you able to provide documentation required to establish your legal authorization to work in the U.S.? Yes No

Are you over the age of 18? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, state offense, date and disposition.

Have you ever been granted a security clearance? Yes No If yes, indicate level, date granted and by whom.

Have you ever had a security clearance suspended, denied or revoked? Yes No

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with the most recent job held. If you were self-employed, provide firm name. **Attach additional sheets if necessary.**

Current or Last Employer Address City, State, Zip Phone	Name of last supervisor	Employment Dates
	Contact Phone	From
	Contact Email	To
	Your last job title	

Reason for leaving (Be specific)

List jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No



Employer #2	Name of last supervisor	Employment Dates
Address	Contact Phone	From
City, State, Zip	Contact Email	To
Phone	Your last job title	

Reason for leaving (Be specific)

List jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Employer #3	Name of last supervisor	Employment Dates
Address	Contact Phone	From
City, State, Zip	Contact Email	To
Phone	Your last job title	

Reason for leaving (Be specific)

List jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.



EDUCATION

Name	Mailing Address	Degree and Major	No. of Yrs. Completed
High School			
College or University			
Business or Trade School			
Professional School			

MILITARY If you served in the military, list any skills learned which you feel are relevant to the position for which you are applying.

.....

.....

.....

.....

COMPUTER SKILLS If appropriate to the position(s) for which you are applying, please complete the following:

Application Program(s) & version no.	Proficient, could teach	Basic knowledge
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

Please list below any additional information you consider pertinent to this application for employment (including school honors, licenses, unique skills, professional memberships, and publications).

.....

.....

.....

REFERENCES (Not Relatives)

Name and Occupation	Mailing Address	Telephone



Notice to All Applicants

It shall be an unlawful discriminatory practice for any person, agency, bureau, corporation, or association, including a state and any political subdivision thereof, to deny any license or employment to any individual by reason of his or her having been convicted of one or more criminal offenses, or by reason of finding of a lack of "good moral character" which is based upon his or her having been convicted of one or more criminal offenses, when such denial is in violation of the provisions of Article 23-A of the New York Correction Law.

It is the policy of D & R Technical Solutions, Inc. to not discriminate against applicants who have a criminal record. A criminal conviction does not result in an automatic disqualification from employment. All applicants are examined on a case-by-case basis, taking into account a series of factors the company is required to review. D & R Technical Solutions, Inc. will take into consideration the specific duties and responsibilities of the position the applicant is applying for, and the bearing, if any, the criminal conviction might have on the applicant's fitness or ability to perform one or more duties or responsibilities.

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by senior management of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of six months; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I acknowledge I have read the above 'Notice to All Applicants' regarding Article 23-A of the New York Correction Law. If I have been convicted of a crime and am asked to disclose my criminal conviction history at the time of an interview and I fail to disclose this information, D & R Technical Solutions, Inc. reserves the right to terminate my employment, should I, in fact, be hired. I acknowledge that I will be honest and truthful during the employment interview process.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature: Date: