



APPLICATION FOR EMPLOYMENT

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

SS# \_\_\_\_\_ EMAIL \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

COMPUTER SKILLS \_\_\_\_\_ EXCEL \_\_\_\_\_ WORD \_\_\_\_\_ AUTOCAD \_\_\_\_\_

Please summarize and special training/skills/licenses etc that might be relative to employment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your educational background

\_\_\_\_\_ Years \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_ Years \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_ Years \_\_\_\_\_ Degree \_\_\_\_\_

DATE AVAILABLE FOR WORK \_\_\_\_\_

IF REQUIRED, WILL YOU WORK OUT OF TOWN? \_\_\_\_\_

Are you legally eligible for employment in the USA? \_\_\_\_\_

What is your desired salary or hourly pay rate? \_\_\_\_\_ per \_\_\_\_\_

Type of employment desired                      Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Will you work overtime if required? \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_

PREVIOUS WORK EXPERIENCE                      (N/A IF DETAILED RESUME IS ATTACHED)

1) \_\_\_\_\_ DATES \_\_\_\_\_

2) \_\_\_\_\_ DATES \_\_\_\_\_

3) \_\_\_\_\_ DATES \_\_\_\_\_

4) \_\_\_\_\_ DATES \_\_\_\_\_

Please give any job-related information that might be relative to your employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER PLEAD GUILTY OR NO CONTEST TO, OR BEEN CONVICTED OF A CRIME?

\_\_\_\_\_ NO                      \_\_\_\_\_ YES (PLEASE DETAIL)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST THREE (3) REFERENCES

1) \_\_\_\_\_ PHONE \_\_\_\_\_

2) \_\_\_\_\_ PHONE \_\_\_\_\_

3) \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

NOTE: Please complete the Authorization form for a background check.

JANUARY 22, 2020

OFFICE MEMORANDUM: 20-01-03

THIS MEMO SUPERSEDES OM: 93-12-01

RE: Personal Appearance and Personal Hygiene

I. Personal Appearance and Personal Hygiene

One of the most important factors in the business world is the individual's presentation of himself or herself to their associates, corporate clients, and the general public. With this in mind, it should go, without saying, that the individual should present a clean, well-groomed appearance at all times, but especially in the work place. We have all met people who neglected their personal hygiene habits to the point where body odor, breath odor or simply unwashed or unkempt clothing results in a detractive and very negative reaction, often completely overshadowing the reason for, or the subject of the purpose of the meeting. Please pay attention to other people's reaction to you. Remember, what people see in you is reflective to what people see in Ladd Engineering.

II. Dress Code

a. Women:

- i. Bookkeeping Dept., Administrative personnel. Any female employee who regularly meet the public. Slacks, Dress Shorts, Skirts, Dresses, Dress Jeans, and Sweaters are acceptable.
- ii. Women traveling to client's place of business should dress in slacks, dresses, business suits, etc. The primary intent is to try and blend with the clients employees and not create a controversial or negative appearance.

b. Men:

- i. Casual slacks, jeans, casual shirts, dress shirts, dress pants, golf shirts. Jeans should fit properly. Discretion must be used.
- ii. If traveling to clients place of business, wear casual slacks, casual shirts, dress shirts, and/or dress pants. Your appearance to clients is their impression of Ladd Engineering.

c. ALL Employees:

- i. Jewelry, Makeup, Hairstyle, Perfume and Cologne. Should be in good taste. Piercings should be limited to the ears. Hair (including sideburns, mustaches and beards) should be clean, combed and neatly trimmed. Unnatural hair colors are not appropriate for the workplace. (i.e., pink, purple, green, etc.)

**\*\*LADD employees are contractually obligated employees of the telephone company they are working with and as such will be required to abide by the dress codes of the telephone companies, as well.**

Your attitude and your personal appearance are indicative of Ladd Engineering.

Thank You,

LADD ENGINEERING ASSOCIATES, INC.

  
Amelia J. Landstreet, President