



APPLICATION FOR EMPLOYMENT

500 W. 27th Avenue, Suite A, Anchorage, AK 99503
 (907) 272-5264 **Phone** (907) 272-5214 **Fax Email:**
 mail@bce-ak.com **Website:** www.bce-ak.com

Bratslavsky Consulting Engineers, Inc.
 is an equal opportunity employer

POSITION YOU ARE APPLYING FOR _____

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

PERSONAL INFORMATION

Name (Last, First, Middle): _____

Date: _____

Home Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Business/Alternate Phone: _____

Email: _____

Mobile Phone: _____

JOB TYPE

Days/hours available to work							
I have no preference	Mon	Tue	Wed	Thu	Fri	Sat	Sun
I am seeking a:		Full-time job		Part-time job		Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Can you work shifts?	
Are you able to travel?							
not available	10%	20%	25%	50%	75%	Other	
Date available to begin				If you're currently working, how much notice do you need to give your current employer?			
Are you willing to relocate?				Are you eligible to work in other countries? If so, where?			
Would you be willing to work in a remote location?				What are your salary expectations?			

ADDITIONAL INFORMATION

Have you ever been employed by this organization in the past? If Yes, please provide dates (month/year)	Yes	No
Have you ever applied for a position here before? If Yes, please provide dates (month/year)	Yes	No
I certify that I am a U.S. citizen with authorization to work in the United States.	Yes	No
I certify that I am a permanent resident with authorization to work in the United States.	Yes	No
I certify that I am a foreign national with authorization to work in the United States.	Yes	No

ADDITIONAL INFORMATION

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgement to a felony?	Yes	No
If Yes, please explain (please attach a separate paper, if you need more room):		
Have you ever been convicted of a criminal offense involving dishonesty or breach of trust?	Yes	No
If Yes, please explain (please attach a separate paper, if you need more room):		
If you are hired, your fingerprints will be used to check the criminal history records of the FBI. Are you willing to be fingerprinted, as part of this hiring process?	Yes	No
Are you willing to undertake a drug test, as part of this hiring process?	Yes	No
Are you willing to undergo a background check, as part of this hiring process?	Yes	No
Do you have a valid driver's license?	Driver's license number	Issued in what state?
Have you had any accidents during the past three years?	How Many?	
Have you had any moving violations during the past three years?	How Many?	
Are you physically fit to perform the duties of this position?	Yes	No
Do you require any special accommodations to perform the duties of this position?	Yes	No
If yes, what are they?		
Have you held a security clearance issued by the U.S. Government?	Yes	No
If Yes, what level of security clearance do you hold and when was it issued?		

EDUCATION

School	Location (mailing address)	Years Completed	Major	Degree/Diploma/ Certificate
High School				
College or Business/Trade School				

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone Number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company		
May we contact this employer? Yes No		

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone Number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company		
May we contact this employer? Yes No		

Work Experience (continued)

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone Number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company		
May we contact this employer? Yes No		

MILITARY

Have you ever been in the Armed Forces?	Yes	No	Date entered
Are you now a Member of the National Guard?	Yes	No	Discharge Date
Specialty			
Describe any job related training received in the United States Military			

SKILLS AND QUALIFICATIONS

Office Software (insert a number: 1 Advance User 2 Regular User 3 Occasional User 4 Seldom Use
5 Never Use or N/A)

<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Internet Browser	<input type="checkbox"/> Typing/Keyboard Speed_____	<input type="checkbox"/> MS Project
<input type="checkbox"/> Access	<input type="checkbox"/> Outlook	<input type="checkbox"/> SQL	<input type="checkbox"/> AutoCAD		<input type="checkbox"/> Adobe Products

Other Software: (for example, Visio, SketchUp, Office Project, etc.) List of software you have used that's related to this position.

Are you able to communicate (orally and in writing) in the English language at a native level?	Yes	No
Can you provide a sample of your work?	Yes	No
Please note below if you will provide a link to an online portfolio, upload an attachment, or bring a hard copy with you to the interview		

Mention two or three projects you have worked on that are relevant to this position.

Why did you apply for this position?

Do you know about BCE // Why would you like to work for BCE?

How does this position fit in with your long-term goals?

How did you learn about this job?

Please list three professional references and their contact information. If you use them in connection with your project experience listed above, please provide the employer name, dates of the project, the location, and your role on the project team.

1.

2.

3.

PLEASE READ AND SIGN

Bratslavsky Consulting Engineers, Inc. (BCE) is an Equal Opportunity Employer and does not discriminate because of race, religion, color, sex, age, national origin, pregnancy, childbirth or related medical condition, parenthood, marital status or changes in marital status and without discrimination against any Vietnam Era Veteran, disabled veteran, or disabled person who is qualified to perform the work available.

_____ Initial

A workplace with drugs is dangerous for user and non-user alike. It is the policy of BCE that the manufacturing, distribution, dispensation, possession or use without a prescription of a controlled substance on the premises is prohibited. Any employee who is convicted of violating any criminal drug statute must notify management as soon as possible, and in any event, within five days after such conviction. An employee's failure to appropriately notify management of drug abuse violations at their place of work, or any other drug and alcohol abuse, may result in the disciplinary action, up to and including termination of employment.

_____ Initial

In the event of my employment with BCE, I will comply with all rules, procedures and regulations including those rules, procedures and regulations set forth in BCE's employee handbook or other communications distributed to me. I understand the furnishing of any misleading or incorrect information will render this application void in the event of my employment and may result in immediate termination regardless of when BCE discovers the misleading or incorrect information. I authorize investigation by BCE of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further authorize BCE to contact any references I have listed. I hereby release BCE and any and all of my former employer(s), individual(s) and/or business(es) who provide references for me from any and all liability associated with their provisions of references for me.

_____ Initial

I authorize BCE to supply my employment record, in whole or part, and in confidence, to any prospective employer, government agency or other party, with legal and proper interests.

_____ Initial

I understand and agree that BCE may terminate my employment at any time without prior notice or liability of any kind, except for wages and accrued benefits earned and unpaid at the time of such termination. It is further understood this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically authorized by the affirmative act of BCE management.

_____ Initial

I further understand that submitting this application to BCE does not imply an interview will be conducted or I will be employed.

_____ Initial

I certify that all statements made by me on this application are true and complete to the best of my knowledge and I have withheld nothing that would, if disclosed, unfavorably affect this application.

Signature

Date

Return completed application by:

Email: mail@bce-ak.com

Upload to website: <http://www.bce-ak.com/opportunities/>

Fax to (907) 272-5214

Mail/Deliver to BCE office: 500 West 27th Avenue, Suite A, Anchorage, Alaska 99503