



EMPLOYMENT APPLICATION INSTRUCTIONS

Applicant:

Complete the Fidelity Engineering Corporation employment application packet in black or blue ink only, or with use of Adobe Acrobat Reader.

Please note that you will not be able to save the file if you complete it with Adobe Acrobat Reader. You should print the completed application and mail it to:

Fidelity Engineering Corporation
Attn.: Human Resources
25 Loveton Circle
Sparks, MD 21152

Take care to answer all questions whether you believe them relevant or not. Omission of requested information could be viewed as a falsification of the application and, therefore, grounds for immediate dismissal.

Please list work experience. "See resume" is not sufficient.

Be sure to sign and date the application wherever indicated and applicable.

Completion and submission of this application does not guarantee or imply an offer of employment with Fidelity Engineering Corporation.

Fidelity Engineering Corporation is a drug-free workplace. As such, you will be required to submit to and pass a pre-employment drug screen and, after becoming an employee, may be subjected to periodic, random drug screens.

Fidelity Engineering Corporation does not tolerate harassment or discrimination of any kind and participation in such activities are grounds for immediate termination of employment.

Fidelity Engineering Corporation is an equal opportunity employer.



Personal Information

Name _____
(Last) (First) (Middle)

Address _____
(Street/P.O. Box) (City) (State) (Zip)

Daytime phone _____ (Include area code) E-mail: _____

Evening phone _____ (Include area code) Social Security: _____

Application date _____ Salary desired _____

Position applying for _____ Hours preferred _____

Date available to begin employment _____

Check type of employment desired: ___Full Time ___Part Time ___Seasonal

Have you ever worked for, or applied to, Fidelity Engineering Corporation? ___Yes ___No

If "Yes," dates of employment or date of application _____

Have you worked or attended school under another name? ___Yes ___No

If "Yes," please list name _____

List names and relationship of any relatives currently employed with Fidelity Engineering

1. _____
2. _____
3. _____

List all addresses used in the past 5 years

1. _____
2. _____
3. _____
4. _____
5. _____

High school (Name) _____

Did you either graduate from high school or obtain a GED certificate? Yes No

Year: _____

College, business, trade or other schools after high school

	Name and location (City & state)	Last year completed	Major	Degree ✓	GPA	Date degree/ diploma received
College	_____	_____	_____	_____	_____	_____
Graduate school	_____	_____	_____	_____	_____	_____
Business/trade	_____	_____	_____	_____	_____	_____

Special skills/training

Please list special skills, training, industry-related education, professional designations, or licenses

Military Experience

Branch: _____ Final Rank: _____

Years of service: _____

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

May we contact your current employer? YES NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No) _____ Address _____ City, State, Zip _____ Phone number _____ Fax number _____ Job position(s) _____ Reason(s) for leaving _____	Start Date _____ Starting Salary _____ Supervisor(s) _____ E-mail address of supervisor _____	End Date _____ Ending Salary _____ _____ _____ _____ _____	Essential job functions of final position 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
2.	Employer _____ Address _____ City, State, Zip _____ Phone number _____ Fax number _____ Job position(s) _____ Reason(s) for leaving _____	Start Date _____ Starting Salary _____ Supervisor(s) _____ E-mail address of supervisor _____	End Date _____ Ending Salary _____ _____ _____ _____ _____	Essential job functions of final position 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
3.	Employer _____ Address _____ City, State, Zip _____ Phone number _____ Fax number _____ Job position(s) _____ Reason(s) for leaving _____	Start Date _____ Starting Salary _____ Supervisor(s) _____ E-mail address of supervisor _____	End Date _____ Ending Salary _____ _____ _____ _____ _____	Essential job functions of final position 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Previous Employment (continued)

4. Employer _____ Start Date _____ End Date _____ Essential job functions of final position

Address _____

City, State, Zip _____ Starting Salary _____ Ending Salary _____ 1. _____

Phone number _____ 2. _____

Fax number _____ Supervisor(s) _____ 3. _____

Job position(s) _____ E-mail address of supervisor _____ 4. _____

Reason(s) for leaving _____ 5. _____

5. Employer _____ Start Date _____ End Date _____ Essential job functions of final position

Address _____

City, State, Zip _____ Starting Salary _____ Ending Salary _____ 1. _____

Phone number _____ 2. _____

Fax number _____ Supervisor(s) _____ 3. _____

Job position(s) _____ E-mail address of supervisor _____ 4. _____

Reason(s) for leaving _____ 5. _____

6. Employer _____ Start Date _____ End Date _____ Essential job functions of final position

Address _____

City, State, Zip _____ Starting Salary _____ Ending Salary _____ 1. _____

Phone number _____ 2. _____

Fax number _____ Supervisor(s) _____ 3. _____

Job position(s) _____ E-mail address of supervisor _____ 4. _____

Reason(s) for leaving _____ 5. _____

How many days have you been absent from work during the past 12 months? _____

Has your employment ever been terminated or have you been asked to resign? _____

If yes, please explain: _____

If position requires operation of a company vehicle, do you have a valid driver's license?

___ Yes ___ No

Driver's license number: _____ State of issue: _____

During the past seven years, has your driver's license ever been suspended or revoked? ___ Yes ___ No

If "Yes," please explain: _____

Please list all "at fault" vehicle accidents in which you have been involved during the past 7 years. An "at fault" is one in which you were charged or your insurance company assumed responsibility.

Please list all moving violations within the past 7 years for which you were found guilty, plead guilty or paid a fine to avoid trial.

Since your 18th birthday have you ever been convicted of a misdemeanor or felony?

___ Yes ___ No

(Criminal convictions will not automatically disqualify you from employment. The nature of the offense, date, and type of job for which you are applying will be considered.)

If "Yes," please explain: _____

Applicants please read carefully

By submitting this application in writing or electronically, I certify that the information provided on this employment application is correct and complete to the best of my knowledge. I realize that falsification and/or omissions may be sufficient cause for denial of employment or discharge. If hired, I agree to furnish proof of my eligibility to work in the United States (as specified in the Immigration Reform and Control Act of 1987) within three days of my starting date.

If accepted for employment, I understand that employment is not for a stated period of time, and the company retains the right to terminate my employment. I agree to conform to the rules and regulations of the company, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time at the option of either the company or myself. I also understand and agree that the terms and conditions of my employment may be changed, with or without notice, at any time by the company.

Signature of Applicant

Date

Authorization and Release

By submitting this application in writing or electronically, I authorize Fidelity Engineering Corporation to investigate my employment, education, criminal record and other activities. I release from all liability all persons, companies, corporations and educational institutions supplying or receiving such information.

Signature of Applicant

Date

How did you learn about our company?

Newspaper Web site Referral Recruiter Other

Please be specific: _____

If referred by a current Fidelity Engineering Corporation employee, list that individual's name in the space provided above.

If under age 18, do you have a permit to work? Yes No

I am over the age of 18.

Maryland Applicants – Read, Sign and Date

It is unlawful to require or administer to applicants for employment or prospective employment, or to any employee, a polygraph, lie detector, or similar test as a condition of employment or continued employment.

Violation is punishable by criminal and civil penalties.

Signature of Applicant

Date

I prefer employment to be based out of the following facility:

___ Fidelity Engineering Corporation, 25 Loveton Circle, Sparks, MD 21152

___ Fidelity Mechanical Services, 19955 Highland Vista Drive, Suite 160, Ashburn, VA 20147

___ Fidelity Power Systems, 2526 Turkey Creek Road, Oilville, VA 23129

___ Fidelity Power Systems, 5586 General Washington Drive, Alexandria, VA 22312

___ Fidelity Mechanical Services, 7051 Muirkirk Meadows Drive, Suite F, Beltsville, MD 20705