

Join our team of Green Shirts!  
**Enjoy Our Experience.**



**Choice One** is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

Applicants requiring reasonable accommodation in the application and/or interview process should notify a company representative.

Date:

## Let's get acquainted.

Name:

Phone:

Cell:

Email:

Address:

Who referred you to us, or how did you hear about us?

Do you know anybody currently sporting the **Green Shirt**?      YES      NO

If yes, state name(s):

## How can you help us?

What position are you applying for?

Type of employment:

Full-time work      Part-time work

Temporary work (for example cooperative education employment)

If hired, on what date can you start working?

Are you under any obligations or terms of a non-compete agreement?      YES      NO

[www.CHOICEONEENGINEERING.com](http://www.CHOICEONEENGINEERING.com)

### Eastern Indiana

607 N. Meridian St.  
Portland, IN 47371  
260.766.2500 Phone

### S. Ohio/N. Kentucky

203 W. Loveland Ave.  
Loveland, OH 45140  
513.239.8554 Phone

### West Central Ohio

440 E. Hoewisher Rd.  
Sidney, OH 45365  
937.497.0200 Phone

# What took you so long?

Below, please describe the last three past and present employment positions including military service. List last employer first. Please account for all periods of unemployment.

Please find this information within the attached resume. *NOTE: If you did NOT include ALL the below information please fill in the name of employer with any missing information.*

**1.** Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Position & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference? YES NO

**2.** Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Position & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference? YES NO

**3.** Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Position & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference? YES NO

## What do you know?

Please find this information within the attached resume. *NOTE: If you did NOT include ALL the below information please fill in the name of the school with any missing information.*

High School:

GPA:

College / University:

Start:

Graduated:

GPA:

Major:

Minor:

College / University:

Start:

Graduated:

GPA:

Major:

Minor:

Graduate School:

Start:

Graduated:

GPA:

Major:

Minor:

Technical / Business / Other:

Start:

Graduated:

GPA:

Major:

Minor:

Military:

Do you have any experience, certifications, training, qualifications or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?

## **We're intrigued! Tell us more!**

What do you like to do in your spare time?

What's the best job you've ever had? What made it the best?

How do you feel you can contribute to the success and overall awesomeness of Choice One Engineering?

When was the last time you appreciated a co-worker? How?

## **Bonus Round**

Define what responsiveness is to you and why it's important.

## Who has the scoop?

List the names and contact information of three references, excluding relatives and/or personal friends, who can supply us with professional references.

Please find this information within the attached resume. *NOTE: If you did NOT include ALL the below information please fill in the name of your reference with any missing information.*

**1.** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Company & Occupation: \_\_\_\_\_

**2.** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Company & Occupation: \_\_\_\_\_

**3.** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Company & Occupation: \_\_\_\_\_

## The stuff we have to ask for.

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including and misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by Choice One Engineering, terms for my immediate expulsion for the company.

(your initials)

I understand that if I am employed, my employment is not definite and I can be terminated at any time either with or without prior notice, and by either me or Choice One Engineering.

(your initials)

I permit Choice One Engineering to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

(your initials)

Choice One Engineering has strict policies regarding the use of alcohol or drugs and other controlled substances. Prior to employment you will be required to take a pre-employment drug urine test. The results of these tests will be used to determine your employment eligibility. Also, from time to time throughout your employment Choice One Engineering reserves the right to test our employees for drugs and alcohol pursuant to Choice One Engineering company policy on illegal drugs, alcoholic beverages, firearms, and weapons.

(your initials)

Applicant's Signature:

Date:

## Choice One Engineering

By:

Date:

Matthew J. Hoying, P.E., President

**Please email your completed application to Matt Hoying at [mjh@choiceoneengineering.com](mailto:mjh@choiceoneengineering.com).**