



Trinity Engineering Laboratories, Inc.

Employment Application

Trinity Engineering Laboratories, Inc., is an equal opportunity employer.

Trinity Engineering Laboratories is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record of history of cancer and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Any applicant who requires an accommodation in order to perform the essential functions of the job should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. Trinity Engineering Laboratories will engage in the interactive process with the applicant to identify possible accommodations, if any, which will help the applicant perform the job. An applicant who requires an accommodation of a religious belief or practice, (including religious dress and grooming practices, such as religious clothing or hairstyles), should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, Trinity Engineering Laboratories will make the accommodation.

Employment applications are active for sixty (60) days. If you wish to reapply thereafter, please do so.

Please Print

Date Last Name First Name Middle

Present Address and Contact Information

Number and Street City State Zip Code

Cell Phone Home Phone Message Phone Email Address

Permanent Address (if different from present address)

Number and Street City State Zip Code

Home Phone Message Phone

Employment Desired

Position applying for: _____

Are you applying for:

- Regular full-time work? Yes No
- Regular part-time work? Yes No
- Temporary work, e.g. seasonal work, internship, special project? Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time / dates and times will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Will you travel if the job requires it? Yes No

If hired, what date can you start work? _____

Wages desired: \$ _____

Personal Information

Have you ever applied to or worked for T rinity Engineering Laboratories, Inc.? Yes No

If yes, when? _____

Do you have any friends or relatives working for T rinity Engineering Laboratories, Inc.? Yes No

If yes, state name(s) and relationships:

How did you hear about this position? _____

Why are you applying to work at trinity Engineering Laboratories? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 year old? (If under 18, hiring is subject to verification you are of minimum legal age)

..... Yes No

If hired, can you present evidence of you U.S. citizenship or proof of your legal right to live and work in this country?

..... Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

..... Yes No

If no, describe the functions that cannot be performed.

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential functions. Hire may be subject to passing a medical examination, skill and agility tests.

Are you currently employed? Yes No

Education, Training and Experience

School	Name	Number of Years Completed	Did You Graduate?	Degree or Diploma
High School	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
College/University	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Vocational/Business	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

Skills and Qualifications

Do you have any other experience, training, qualifications or skills which make you especially suited for work at Trinity Engineering Laboratories? Yes No

Summarize any technical training, skills, certificates and/or characteristics of yourself which make you qualified to perform job-related functions for the position which you are applying.

Are you licensed / certified for the job applied for? Yes No

Name of license(s) / certification(s): _____ Issuing State: _____

License(s) / certification number(s): _____

Has your license / certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement.

Equipment Proficiencies

List any equipment or software related to the position for which you are applying that you are proficient in using.

Optional

Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s)? _____

Language _____ Speak Some Speak Fluently Read Write

Language _____ Speak Some Speak Fluently Read Write

Employment History

List below all present and past employment starting with your most recent employer, (the last five years is sufficient). Account for all periods of unemployment. You must complete this section even if you are attaching a resume.

Name of Employer _____ Phone Number _____ Email address _____

Type of Business _____ Your Supervisor's Name and Title _____

Address and Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
From _____ To _____
 Hourly Rate \$ _____ Starting _____ Ending _____
 Annual Salary \$ _____ Starting _____ Ending _____

Your Position Title and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____ Phone Number _____ Email address _____

Type of Business _____ Your Supervisor's Name and Title _____

Address and Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
From _____ To _____
 Hourly Rate \$ _____ Starting _____ Ending _____
 Annual Salary \$ _____ Starting _____ Ending _____

Your Position Title and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____ Phone Number _____ Email address _____

Type of Business _____ Your Supervisor's Name and Title _____

Address and Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
From _____ To _____
 Hourly Rate \$ _____ Starting _____ Ending _____
 Annual Salary \$ _____ Starting _____ Ending _____

Your Position Title and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Military Service

Have you obtained any special skills or abilities as a result of service in the military? Yes No

If so, describe:

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	_____	_____
First Name	Last Name	Phone Number	Email Address

_____	_____
Occupation	Number of Years Acquainted

_____	_____	_____	_____
First Name	Last Name	Phone Number	Email Address

_____	_____
Occupation	Number of Years Acquainted

_____	_____	_____	_____
First Name	Last Name	Phone Number	Email Address

_____	_____
Occupation	Number of Years Acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify I have not knowingly withheld any information which might adversely affect my chances for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of fact on this application or on any document used to secure employment shall be grounds for reject of this application or for immediate discharge if I am not employed, regardless of the time elapsed before discovery.

Initials I hereby authorize Trinity Engineering Laboratories, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Trinity Engineering Laboratories, Inc., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contact between me and Trinity Engineering Laboratories. In addition, I understand and agree if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Trinity Engineering Laboratories and no promises or representations contrary to the foregoing are binding on Trinity Engineering Laboratories unless made in writing and signed by me and Trinity Engineering Laboratories designated representative.

Initials Should a search of public records, (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment), be conducted by internal personnel employed by Trinity Engineering Laboratories, I am entitled to copies of any such public records obtained by Trinity Engineering Laboratories unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Initials If employed, it is understand Trinity Engineering Laboratories reserves the right to search firm property including desks, computers, containers, lockers, storage areas, vehicles and any other equipment. Trinity Engineering Laboratories also reserves the right to inspect personal property on the premises, including vehicles, clothing, packages, lunch boxes, purses and other containers for illegal drugs, alcohol, weapons, stolen property or evidence of a violation of Trinity Engineering Laboratories rules and policies. Trinity Engineering Laboratories will conduct searches of personal property only when there is reasonable cause to believe that I have illegal drugs, alcohol, weapons, stolen property or evidence of a violation of the rules or policies in my possession.

Initials This application is current for 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, I understand it will be necessary to fill out a new application.

Date

Applicant's Signature

Optional

The information requested below is necessary for the specific position for which you are applying. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

Any information regarding criminal history will be maintained confidentially.

Have you ever been convicted of a criminal offense, (felony or serious misdemeanor)?
(Misdemeanor convictions for marijuana-related offenses which are more than two years old need not be listed.)
..... Yes No

If yes, state the nature of the crime(s), when and where convicted and the disposition of the case.

Date

Applicant's Signature

Trinity Engineering Laboratories, Inc.

Motor Vehicle Record Check Authorization

Name of Job Applicant/Employee

Street Address

City, State, Zip Code

Trinity Engineering Laboratories, Inc.
3109 N. Miami Ave.
Fresno, CA 93727

Dear Trinity Engineering Laboratories:

Department of Motor Vehicle reports may be obtained as part of the Trinity Engineering Laboratories evaluation of my job application/employment. The reports may be procured by Insurance Agency of Record, and may include my driving record to assess my insurability under the company's insurance coverage. By signing this disclosure, I hereby authorize the company to procure such reports about me from time to time, as it deems appropriate, to evaluate my insurability.

Sincerely,

Signature of Applicant

Date

Print Name

License # & Date of Birth

Motor Vehicle Driving Record Check Policy

Company Driving Permits. Driver's license checks will be performed on all applicants when a conditional offer of employment has been made and annually thereafter for all employees where driving is an essential job function or who may obtain rental cars during the course of conducting company business. Applicants and employees will be subject to the status classification system listed below.

Satisfactory - eligible to drive. Driving record reflects less than or equal to one (1) moving violation in 12 months

Probationary - eligible to drive with the stipulation that the individual's motor vehicle record will be checked periodically over the period of probation (the length of the probation to be determined on a case by case basis) and their driving record reflects greater than the criteria for satisfactory status or equal to two (2) moving violations in past 24 months

Unacceptable - Applicants will not be hired if their driving record reflects:

- Suspended or revoked license
- Three (3) or more moving violations in the past 36 months
- One (1) or more DUIs/DWIs within the past 24 months
- At fault in a fatal accident within the past 5 years
- Leaving the scene of an accident within the past 36 months
- Reckless driving within the past 12 months

Existing Employees. Trinity Engineering Laboratories, Inc. will check the motor vehicle records for all current employees a minimum of once a year.

All employees who are allowed to operate a company vehicle or drive on behalf of Trinity Engineering Laboratories, Inc. will participate in the Employer Pull Notice (EPN) Program by the California Department of Motor Vehicles.

The EPN program automatically generates a driver record when any of the following actions/activities occurs:

1. Upon enrollment of a driver in the EPN program.
2. Annually from the date of enrollment or 12 months from the last action/activity printout.
3. When a driver has any of the following actions/activities added to his/her driver record:
 - Convictions
 - Failures to Appear
 - Accidents
 - Driver License Suspensions or Revocations
 - Any other actions taken against the driving privilege

Any employee without a valid driver's license will not be allowed to operate a company vehicle or drive on behalf of Trinity Engineering Laboratories, Inc. for business.

If driving is an essential job function, and the employee cannot be reasonably accommodated employment will be terminated.

If an existing employee has a valid driver's license and the employee's driving record meets or exceeds Probationary Status criteria, the employee will be placed on Probationary Status and will be subjected to the requirements of that status until the end of the probation.

If during a subsequent periodic motor vehicle record check, the employee's record indicates further violations, the Trinity Engineering Laboratories, Inc. will review the specific circumstances surrounding the individual and determine the appropriate action.

Applicants. Trinity Engineering Laboratories, Inc. will check the motor vehicle records of any job applicant where driving is an essential job function and/or where a rental car may be obtained for business travel purposes. The applicant's job offer is contingent upon this driving record check. The driving record check will include review of any appropriate state records based on the employee's application and resume. If the applicant does not have a valid California driver's license, the applicant will not be hired.

If an applicant has a driving record that meets or exceeds the criteria listed under the Unacceptable Status, the applicant will not be hired. If the applicant meets the Probationary Status criteria he/she will be placed into that status.

Trinity Engineering Laboratories, Inc.

Consent to Drug and Alcohol Test

I understand it is the policy of Trinity Engineering Laboratories, Inc. to conduct drug and/or alcohol tests of job applicants for the purpose of detecting drug and/or alcohol abuse and that one of the requirements for consideration of employment with Trinity Engineering Laboratories is the satisfactory passing of the company's drug and/or alcohol tests.

I hereby give my voluntary consent to Trinity Engineering Laboratories medical center of choice to take a specimen of my hair, urine or blood and submit it for a pre-employment, random, business necessity or reasonable suspicion drug test screen. I further consent to allow the laboratory testing service to make the results available to the prospective or current employer, Trinity Engineering Laboratories.

I understand any positive result will negate the job offer of employment.

If I am accepted for employment, I understand the taking of such tests is a condition of my continued employment.

In consideration for such services being rendered on my behalf, I hereby release the laboratory testing service, its officers, agent and employees from any and all claims which I might otherwise have due to such results being made available.

Applicant Signature

Date

Print Name