



Ballard Diving & Salvage
 800 NE Tenney Rd. Suite 110- 530
JewelW@ballarddiving.com
 Vancouver, WA. 98685
 Phone: 206-782-6750
 Fax: 360-993-5581

EMPLOYMENT APPLICATION

This Application Must Be Filled Out Completely. Attachment of a Resume Will Not Substitute for Completion of the Application and Will Not Be Accepted.

By completing this application, you understand and accept that you are applying for a position as an "At Will" Employee. "At Will" employment means that either you or the Company can terminate your employment with or without cause and with or without notice.

	Last	First	Middle	Suffix
Name:				

Other Names by Which you Have Been Known				

	Street	City	State	Zip
Address				

Home Phone	Cellular	Other	Email address

Relatives Currently or Formerly Employed at Company

Name	Relationship	Dates of Employment	Positions Held	



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Positions Desired:	Salary Desired	Date Available	Date of Application	Schedule Desired

Emergency Contacts	Name	Address	Phone(s)	Email

Referral Source					

Education

Institution	Course or Major	Graduate	Degree
High School			
College/Graduate School			
Business or Special			
Other Certifications			



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Employment History

When filling out this section of the application, please start with your current or most recent employer and work backwards providing information regarding all former employers. This request includes both full time and part time work. Additionally, if you have any gaps in employment for any period that exceeds three (3) months, please set forth the specific reasons for such gaps.

Should you need additional space to provide full and complete information, please attach additional pages to this application.

Current or Most Recent Employer:	
Address:	
City, State, Zip:	
Last Position You Held:	
Immediate Supervisor(s):	
Phone Number(s):	
Dates of Employment with Company:	Most Recent Salary or Hourly Rate:
Other Compensation:	
Job Title and Responsibilities:	
Hours Worked Per Week:	Reason for Leaving:
May we Contact This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Name of and Type of Business:	
Address:	
City, State, Zip:	
Last Position You Held:	
Immediate Supervisor(s):	
Phone Number(s):	
Dates of Employment with Company:	Most Recent Salary or Hourly Rate:
Other Compensation:	
Job Title and Responsibilities:	
Hours Worked Per Week:	Reason for Leaving:
May we Contact This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of and Type of Business:	
Address:	
City, State, Zip:	
Last Position You Held:	
Immediate Supervisor(s):	
Phone Number(s):	
Dates of Employment with Company:	Most Recent Salary or Hourly Rate:
Other Compensation:	
Job Title and Responsibilities:	
Hours Worked Per Week:	Reason for Leaving:
May we Contact This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Professional References

In the section set forth below, please provide the names, of references of individuals who are not related to you in any manner.

Name	Name
Company where you worked together	Company where you worked together
Relationship to you at the Company	Relationship to you at the company
Current contact information	Current contact information
Name	Name
Company where you worked together	Company where you worked together
Relationship to you at the Company	Relationship to you at the Company
Current contact information	Current contact information

Special Skills and Abilities

Please set forth below any special skills or proficiencies that you may possess. For example, if you are fluent in a foreign language, have specific computer skills, have specialized diving skills or specialized instrument ratings that are relevant to this specific business, please identify those skills, the date of your certification, if any, and the frequency with you utilize those skills. Please add an additional sheet if there is insufficient space.

1.
2.
3.
4.



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**PLEASE ANSWER THE FOLLOWING QUESTIONS
COMPLETELY**

1. Can you provide proof of eligibility to become employed in the United States? Yes No
If no, are you able to provide such proof which will be required upon employment if you are offered a position? Yes No
2. If you are under the age of 18, can you provide required proof of your eligibility to work?
Yes No I am over the age of 18.
3. Have you ever filed an application for employment with us before? Yes No
Set forth the dates of your application_____.
4. Are you currently employed? Yes No If currently employed and you do not wish for us to contact your employer, please set forth the reasons why:
5. Are you currently on layoff status and subject to recall? Yes No
6. Do you have adequate transportation to meet travel requirements of the job? Yes No
7. Do you have a current valid driver's license? Yes No If yes, please state the following:
State:_____Expiration Date:_____
8. Are you able and willing to travel for this job if travel is necessary? Yes No
9. Are you aware of any reason that may restrict your ability to perform the essential functions of the job for which you are making application? Yes No
If yes, please explain and describe what accommodations might be necessary:
10. Have you ever been terminated or forced to resign from your employment with any employer?
Yes No If yes, please explain:
11. Have you ever been denied a security clearance? If yes, please explain including the employer for whom the security clearance was denied, the date on which such security clearance was denied and the reason that such security clearance was denied.
12. Have you ever been convicted of a crime including any driving and/or alcohol related offenses?
Yes No If yes, please explain.

(Please note that conviction of a crime will not necessarily preclude you from employment).



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CERTIFICATION

I understand that Northwest Underwater Construction requires its employees to adhere to the highest standards of business and personal ethics and responsibility. I understand that Northwest Underwater Construction believe that one method by which such high standards are demonstrated is through the timely meeting of financial obligations. Consequently, I understand and agree that by making application for a position with this company, I am agreeing that my credit worthiness is substantially related to the job for which I am applying or which I hold and that my credit worthiness may be examined by the company.

I further understand and agree that this application is not a contract of employment. I understand and agree that Northwest Underwater Construction adhere to a policy of employment at will which means that either I, or the employer, may terminate my employment at any time, or for any reason, consistent with application of state and federal law. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is in a written employment contract naming me and signed by the President of the Company. I understand that to be employed, I must be lawfully authorized to work in the United States and must show the employer documents to prove this.

I understand that the Company may investigate my work and personal history and verify the information provided in this application, on related documents or information obtained through other sources and I hereby authorize such investigation. I authorize all individuals, schools, firms and business named in this application or in other documents or interviews, except my current employer if I have so designated in this application, to provide complete and accurate information regarding my relationship with them to Northwest Underwater Construction. I further release those individuals, schools, firms and business and Northwest Underwater Construction from any and all liability for damage for providing or requesting such information.

I certify under penalty of perjury that all of the information provided in the entire application process including any information provided in addition to this application including, but not limited to, information provided in resumes or interviews is true and correct. I understand that if there is any falsification or omission, this may lead to the Company's refusal to hire me or a determination, at any time, that my employment should be terminated.

Name: _____ Date _____
(Please Print)

Signature: _____

Northwest Underwater Construction is an Equal Employment Opportunity Employer and considers all applicants without regard to race, color, religion, gender, national origin, age, marital status, veterans status, the presence of a mental, physical or sensory disability, sexual orientation, or any other legally protected status. Employment shall be based solely on the needs of the companies and the qualifications of the individuals making application.