Applicant Name: Click here to enter text.
Position Applying For: Click here to enter text.

****

**EMPLOYMENT
APPLICATION**

Design and Production Incorporated is an Equal Opportunity Employer.

Applicants will be considered without regard to race, color, creed, religion, national origin, sex, age, disability, U. S. veteran status, or any other category protected by Federal, State or Local Law.

Conditions of employment are stated on the back of this form. Please read carefully before you sign this application.

(Application must be completed even if attaching a resume)

**Design** and **Production** Incorporated7110 Rainwater Place
Lorton, VA 22079
Telephone: (703) 550-8640 Fax: (703) 339-0296
Website: www.d-and-p.com

**Personal Information:**

First Name: Click here to enter text. Middle Initial: Click here to enter text. Last Name: Click here to enter text.

*Address*
Street: Click here to enter text.
City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.
Email Address: Click here to enter text.

*Phone*
Home: Click here to enter text. Cell: Click here to enter text.

**General Information:**

Are any of your relatives presently employed with D&P? [ ] YES [ ] NO
 If YES, Name: Click here to enter text. Relationship: Click here to enter text.
Have you ever previously been employed by D&P? [ ] YES [ ] NO
 If YES, please provide the dates. From: Click here to enter text. To: Click here to enter text.
Are you legally authorized to work in the United States? [ ] YES [ ] NO
How did you learn about D&P?
[ ] Advertisement [ ] Current Employee (Employee Name: Click here to enter text.)
[ ] Walk-In [ ] Other (Enter Method: Click here to enter text.)

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools** | **Name and Location** | **Major** | **Years Completed** | **Degree** |
| High School | Click here to enter text. | Click here to enter text. | Click here to enter text. | Diploma [ ] Y [ ] N |
| College | Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] Associate[ ] BA/BS[ ] Masters[ ] In Progress |
| Other | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **What Professional or Technical Associations are you affiliated with?**Click here to enter text. | **List any Professional or Technical Certifications that you have earned:**Click here to enter text. |

**Employment Information**

What position or positions are you applying for (list in order)?
Click here to enter text.

What is your availability for Employment?
[ ] Full-Time [ ] Part-Time [ ] Part-Time, specific days (List days: Click here to enter text.)

What date are you available to begin work? Click here to enter a date.
What is your desired wage/salary? Click here to enter text.

What skills do you have relevant to the position(s)?
Click here to enter text.

Why are you interested in the position(s) with D&P?
Click here to enter text.

Have you been convicted of a felony or misdemeanor in the last seven (7) years? [ ] YES [ ] NO
 If YES, please explain: Click here to enter text.

Should your position require driving, do you have a valid Driver’s License? [ ] YES [ ] NO

**Previous Employment History**
Start with the most recent employer. Please provide accurate and complete employment details.

**Employer: Click here to enter text.** Dates of Employment: Click here to enter text. to Click here to enter text.
Street: Click here to enter text. City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Job Title: Click here to enter text.
Starting Wage/Salary: Click here to enter text. Ending Wage/Salary: Click here to enter text.
Work Performed: Click here to enter text.
Supervisor: Click here to enter text. Phone Number: Click here to enter text.
Reason for Leaving: Click here to enter text.

May we contact this employer? [ ] YES [ ] NO

**Employer: Click here to enter text.** Dates of Employment: Click here to enter text. to Click here to enter text.
Street: Click here to enter text. City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Job Title: Click here to enter text.
Starting Wage/Salary: Click here to enter text. Ending Wage/Salary: Click here to enter text.
Work Performed: Click here to enter text.
Supervisor: Click here to enter text. Phone Number: Click here to enter text.
Reason for Leaving: Click here to enter text.

May we contact this employer? [ ] YES [ ] NO

**Employer: Click here to enter text.** Dates of Employment: Click here to enter text. to Click here to enter text.
Street: Click here to enter text. City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Job Title: Click here to enter text.
Starting Wage/Salary: Click here to enter text. Ending Wage/Salary: Click here to enter text.
Work Performed: Click here to enter text.
Supervisor: Click here to enter text. Phone Number: Click here to enter text.
Reason for Leaving: Click here to enter text.

May we contact this employer? [ ] YES [ ] NO

**Professional References**
Please list prior supervisors only, we do not accept references from friends and/or family

*Reference One*
Name: Click here to enter text.
Employer & Title: Click here to enter text.
How do you know this person? Click here to enter text.
How long have you known this person? Click here to enter text.
Phone #: Click here to enter text. Alt. Phone #: Click here to enter text. Email: Click here to enter text.

*Reference Two*
Name: Click here to enter text.
Employer & Title: Click here to enter text.
How do you know this person? Click here to enter text.
How long have you known this person? Click here to enter text.
Phone #: Click here to enter text. Alt. Phone #: Click here to enter text. Email: Click here to enter text.

*Reference Three*
Name: Click here to enter text.
Employer & Title: Click here to enter text.
How do you know this person? Click here to enter text.
How long have you known this person? Click here to enter text.
Phone #: Click here to enter text. Alt. Phone #: Click here to enter text. Email: Click here to enter text.

**Employment Application Agreement**

I certify that the answers given by me in this application are true and correct without omission of information. I understand that any misleading or incorrect statements will disqualify me from consideration from employment, and if employed, may be cause for termination after my employment has begun.

I understand offers of employment are limited to those contained in written offer letters to prospective employees. I also understand that any verbal discussions of terms or conditions of employment by Company representatives are not binding upon the Company unless confirmed in such offer letters. I understand that should I be employed with the Company, my employment is “at will”. This means that either party may end the relationship any time, with or without notice, there is no promise or guarantee that my employment will continue for any specified period of time. If employed, I agree to abide by all of the Company’s rules, regulations and policies.

I understand that my employment is contingent upon the satisfactory completion of a background check to include employment references, creditworthiness, criminal and civil history, DMV records, and the verification of information contained in this application. I authorize these investigations, including communication with persons listed as references and former employers. I agree to hold anyone supplying such information harmless with respect to any information they might give about me. I also release Design and Production Incorporated from all liability that might result from making this pre-employment investigation.

I also understand that should I be employed by the company, I will be required in accordance with the Immigration Reform and Control Act of 1986 (IRCA), to provide, on my first day of employment, documents providing proof of my identity and employment eligibility status. I acknowledge that this verification is a condition of employment and that failure to comply will void my offer of employment.

I have read and understand the provisions outlined above.

Signature of Applicant

Click here to enter text. Click here to enter a date.
Applicant Name – Printed Date

Completed agreements returned to the Human Resources department at **Design**and**Production** Incorporated.
Mailing Address: 7110 Rainwater Place, Lorton, VA 22079
Fax: 703-339-0296
Email: careers@d-and-p.com