



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Motor Vehicle Background Questionnaire

Have you been involved in any at-fault motor vehicle accidents in the last 5 years? If yes, please detail:

Have you had any traffic violations in the last 5 years? If yes, please detail:

Company Vehicle Usage Policy / Authorization to Release Motor Vehicle History

I understand that I am not authorized to operate, and do hereby agree that I will not operate, any motor vehicle in the course of my employment with Sliger & Associates, Inc., until my driving record has been checked and authorization to drive has been provided to me in writing. I authorize Sliger & Associates to make an inquiry into my Motor Vehicle History and all associated driving records. I also understand that any violation of this agreement will result in the immediate termination of my employment with Sliger & Associates, Inc.

Authorization to Conduct Background Investigation

I hereby authorize **Sliger & Associates, Inc.** or any of its agents to make an inquiry into my personal history, education, employment, credit records, driving records, and criminal history through any investigative or credit agencies or bureaus.

Sliger & Associates, Inc. may request such reports for any purpose it deems appropriate, including, but not limited to, inquires permitted by law.

Drug Free Work Place Acknowledgement

I understand that as a condition of my employment, I must take and pass a pre-employment urine and/or blood test at authorized threshold levels for any or all drugs or alcohol listed by the employer's Drug-Free Workplace Policy, copies of which have been provided to me and a copy, executed by me, returned to the employer.

I further understand, subject to confidentiality constraints and rights of appeal granted by State and Federal law, if the results of my pre-employment drug and/or alcohol tests are POSITIVE (indicating substance abuse) and are received by the employer prior to or within the probationary employment period, notwithstanding any other disciplinary provisions contained in the employer's Drug-Free Workplace Policy statement, I will be terminated for cause and the employer may seek to deny any unemployment benefits I might attempt to obtain.

Disclaimer and Signature

I state that the information I have provided to **Sliger & Associates, Inc.** with regards to my seeking employment is true and complete. I understand that any false statement(s) made in this regard with result in my not being offered employment or in termination of my employment. I further understand that this authorization is not and is not intended to be a contract of employment, nor does it obligate **Sliger & Associates, Inc.** in any way if it determines not to employ me. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Interview Notes

Interviewed By: _____ Pay Rate: \$ _____ Date: _____

NOTICE TO APPLICANT

GENERAL INFORMATION

We are an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, religion, national origin, age, disability, handicap, marital status or any other basis protected by law. The opportunity for employment will be based solely upon your qualifications and ability to perform the job for which you are being considered. We also reasonably accommodate individuals with disabilities, handicaps, and bona fide religious beliefs.

We comply with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. You may also be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. Upon request, all entering employees in the same job category will be required to complete the same medical questionnaire and/or examination. All medical information will be kept in confidential files.

We also maintain a Drug-Free Workplace in accordance with all applicable State and Federal regulations, copies of which, together with the employer's Drug-Free Workplace Policy are available for inspection at all reasonable times by applicants or employees upon request.

I understand that, if hired, I will be placed in a probationary status. I further understand that if I am terminated for unsatisfactory work performance within this probationary period, the employer may seek to deny any unemployment benefits I might attempt to obtain as a result of my termination.

CONDITIONAL AGREEMENT FOR CONTINUING EMPLOYMENT

This is to acknowledge receipt, understanding, and acceptance of my responsibilities to achieve compliance with conditions required by my employer's written Drug-Free Workplace Policy in order to retain my employment following a confirmed positive drug or alcohol test result for which I have either waived or exhausted State or Federal rights of appeal.

1. I agree to immediately contact my employer's Employee Assistance Program (EAP) Administrator by calling Alcohol & Substance Abuse Prevention Programs, Inc. (ASAP) at (800) 329-6334, ext. 234.
2. Upon request by the EAP Administrator, I agree to immediately execute a confidential information release to the EAP allowing timely exchange of information regarding my drug or alcohol use with assessors, substance abuse treatment providers, and my employer's designee.
3. Within twenty-four (24) hours following acceptance of this Conditional Agreement for Continuing Employment, if an assessment has been recommended by the EAP Administrator, I agree to schedule an appointment on the first available date with the assessor selected to perform my evaluation and to promptly notify the EAP Administrator of the agreed upon time and place. I also agree to execute a confidential information release permitting the assessor to report the results of my evaluation to the EAP Administrator, my employer's designee, and a mutually acceptable substance abuse treatment provider, if indicated.
4. I understand that my employer may not allow me to resume my employment until after I have provided a clean drug and/or alcohol test result and I have scheduled a firm appointment for my evaluation.
5. If treatment, counseling, and/or education is recommended by the assessor and EAP Administrator, I agree to immediately schedule an appointment with the selected substance abuse treatment provider on the first available date and promptly notify the EAP Administrator to the agreed upon time and place. I also agree to execute a confidential information release permitting the selected substance abuse treatment provider to report the status of my treatment, counseling, and/or education, together with the results of any drug or alcohol testing to the EAP Administrator and my employer's designee.
6. For periods ranging from two (2) to up to five (5) years for State or Federally regulated employees, respectively, I agree to participate in follow-up (random) testing ordered by the employer with advice from the EAP Administrator, Medical Review Officer, and/or Substance Abuse Professional (SAP).
7. I agree to notify the EAP of any changes in status such as missed appointments, unilaterally stopping participation in recommended treatment programs, requests to change substance abuse treatment providers, completion of required substance abuse treatment, and/or resigning or otherwise terminating my employment with the referring Employer.
8. I understand the costs of treatment, counseling, and/or education recommended by the EAP Administrator are to be borne by me except to the extent employer provided insurance, if any, covers costs.
9. I understand that if my initial positive drug or alcohol test was performed because of an accident resulting in personal injuries, I may be denied medical, indemnity or disability benefits under State Workers' Compensation statutes. In addition, I understand that if I am subject to regulation such as under Federal or state Department of Transportation Rules, I may forfeit my license, or any other privileges prescribed by law.
10. I understand, subject to satisfactorily completing the conditions described by this Conditional Agreement for Continuing Employment, retention by my employer may terminate my employment for any other reasons including, but not limited to, my job performance or economic considerations.

Applicant Printed Name

Date

Applicant Signature

ROD PERSON

Rod Person Job description:

A Rod Person is an entry-level member of a land surveying team and works to assist the Instrument Person and Party Chief as directed to complete a wide range of duties. He or she must be flexible, have exceptional communication skills, and the ability to learn and follow instructions from both the Instrument Person and Party Chief. A Rod Person is expected to traverse through brush, woods, swamps, and construction sites all while tolerating weather conditions of rain, heat or cold.

Rod Person duties:

A Rod Person is expected to take stock of materials and load the work vehicle with all equipment (flagging, iron rods, water, etc.) every morning before leaving for a job site. The Rod Person transports and sets up equipment and materials as needed to prepare the job site including backsight, lath, hammers, monuments, etc. A Rod Person will transport the quick stick and linker rod and expresses knowledge of measurements (feet, tenths, and hundredths). A Rod Person holds the prism pole or linker rod steady so that the Instrument Person can accurately read measurements of distance and elevation. They will assist in safely clearing debris (cutting line), pace distances, correctly dig plugs (holes), set and grade lath, and set corners in the ground as instructed. The Rod Person is responsible for retrieving all equipment from the work site before leaving and maintaining the cleanliness of the work vehicle inside and out.

- Ensure work vehicle is fully stocked with equipment and materials every day
- Transports equipment and materials around job site as directed
- Be aware of surroundings and demonstrate safe operating methods of assigned equipment
- Clear debris (cutting line), pace distances, dig holes, set corners, set and grade lath
- Work in environments like woods, swamp, construction sites, and in heat or cold
- Maintain work vehicle cleanliness inside and out
- Maintain the integrity of and prevent the loss of all equipment
- Other duties as directed by Party Chief

Rod Person Skills:

- Identify survey points
- Proper use of surveying measurements (feet, tenths, hundredths)
- Ability to read measuring tape
- Pace distances correctly
- Exceptional communication skills and ability to follow instructions
- Knowledge of surveying commands/signals
- Proper digging techniques
- Tool use (manhole hook, probes, etc.)
- Backsight setup, level tribrach, and ability to use level rods
- Basic understanding of what surveyors do
- Position and hold vertical rods for use in sighting to measure angles, distances, and elevations

INSTRUMENT PERSON

Instrument Person description:

An Instrument Person is a member of a land surveying team that has mastered the skillset of a Rod Person and given greater responsibility in assisting the Party Chief to complete a wide range of job duties. The Instrument Person is responsible for all equipment, serves as the center of communication between the Rod Person and Party Chief and can accurately record data and measurements when called upon. An Instrument Person must transport and set up equipment around the job site and be willing to traverse through brush, woods, swamps, and construction sites all while tolerating weather conditions of rain, heat or cold.

Instrument Person duties:

The Instrument Person assists the Rod Person in loading the work vehicle with equipment and materials prior to leaving for the job site. The Instrument Person is expected to **SET UP ALL** equipment on the job site including a total station, data collector and GPS. The Instrument Person is expected to **OPERATE ALL** equipment, verify the instrument is level, read maps, have good knowledge of direction and accurately assist the Party Chief in recording distance and elevation data while expressing proper terminology of measurements (feet, tenths, hundredths). Using a data collector, the Instrument Person will create line work and direct the Rod Person to obtain measurements at the direction of the Party Chief. The Instrument Person is responsible for retrieving all equipment from a job site and cleaning and maintaining the equipment upon return to the office. The Instrument Person will assist in Rod Person duties including safely clearing debris (cutting line), pacing distances, maintaining cleanliness of the work vehicle inside and out, etc.

- **Strive for complete understanding of technology, operation, and maintenance of equipment**
- Set up and run instruments such as total station, data collector, and GPS equipment
- Retrieve all equipment before leaving a job site
- Maintain the integrity of and prevent the loss of all equipment
- Check backsight, shoot prism rod, accurately read elevations
- Be aware of surroundings and demonstrate safe operating methods of assigned equipment
- Other duties as directed by Party Chief

Instrument Man Skills:

- Ability to understand and interpret plans and do basic survey math
- Adjust and operate surveying instruments such as total stations, levels and tribrachs
- Ability to use data collection devices and software, and knowledge of descriptor codes
- Complete knowledge of GPS/understanding of advantages and disadvantages
- Knows when **TO** use and when **NOT TO** use GPS (and why)
- Ability to explain the difference between a Base/Rover setup and LNET
- How and when to turn single or double angles
- Perform linework on a data collector
- Correctly read level rods
- Take organized, legible notes
- Knowledge of specific scope of work for each job (BS, TOPO, ALTA, etc.)
- Exceptional communication skills and ability to follow instructions
- Ability to continue work on a job site in the absence of the Party Chief

PARTY CHIEF

Party Chief description:

The Party Chief directs a field survey crew to complete geodetic surveys for construction, topographic, right-of-way, and control survey projects. They must have sufficient knowledge of land surveying principles and practices, technical knowledge of all equipment used in performing surveying duties, and the ability to recognize when repairs are necessary on equipment and explain the uses of such equipment. Computation abilities should include but are not limited to: traverse closures, centerline stationing, latitudes and departures, coordinates, simple, compound, reverse and spiral curves, bench loop level runs, lot and block calcs for proration and missing corners, bridge layout, aerial photography grids as well as target size, triangulations and GPS grid to ground control. A Party Chief must keep thorough organized and accurate field notes. The Party Chief is responsible for the effective performance, training, and safety of all members of a field survey team. Must traverse through brush, woods, swamps, and construction sites all while tolerating weather conditions of rain, heat or cold.

Party Chief duties:

The Party Chief must be able to set up, adjust, and operate surveying equipment including total stations, data collectors, and GPS equipment to accurately measure distances and elevations. The Party Chief is responsible for preparing thorough, legible field notes and drawings, and locating or establishing vertical and horizontal control, right-of-way, monuments, corners, boundaries, and property lines. They must ensure all field survey tasks have been completed in accordance with client and project requirements and oversee assigned field crew members. Must conduct a safe environment for all employees as well as the public and enforce all safety rules and regulations. The ultimate responsibility for any accident occurring falls upon the Party Chief solely for allowing the incident to occur and will be reprimanded as the incident dictates. The Party Chief is responsible for all equipment and must maintain the integrity of the equipment as well as prevent any loss. The responsibility of replacement of equipment due to loss or negligence falls upon the Party Chief.

- Participate in pre-survey planning meetings with project managers
- Perform complex mathematical calculations using algebra, geometry, and trigonometric formulas and equations
- Adjust and operate surveying instruments such as total stations, levels and tribrachs
- Ensure all field survey tasks have been completed in accordance with client and project requirements
- Monitor and analyze the quality, accuracy, and consistency of crew operations
- Enforce all safety rules and regulations for all employees
- Maintain the integrity of and prevent the loss of all equipment
- Clear debris (cutting line), pace distances, dig holes, set corners, set and grade lath
- Assist with the maintenance of all surveying equipment
- Downloads field data from instrument to computer and analyzes data for completeness and accuracy
- Responsible for daily timesheets for assigned projects

PARTY CHIEF CONTINUED

Party Chief Skills:

- Strong knowledge of specific scope of work for each job (BS, TOPO, ALTA, etc.)
- Advanced use of ALL surveying equipment
- Complete knowledge of GPS/understanding of advantages and disadvantages
- Knows when **TO** use and when **NOT TO** use GPS (and why)
- Ability to explain the difference between a Base/Rover setup and LNET
- Ability to understand and interpret plans and legal descriptions
- Perform complex calculations such as level note reductions, angle calcs and coordinate calcs
- Compute traverse closures, centerline stationing, latitudes and departures
- Compute coordinates, simple, compound, reverse, and spiral curves
- Compute bench loop level runs, lot and block calcs for proration and missing corners
- Compute bridge layout, aerial photography grid and target size, triangulations and GPS grid to ground control
- Analyze data for mathematical closure and geometric accuracy
- Take thorough, organized, and legible notes of survey work performed including lines, angles, distances, benchmarks, and mathematical calculations
- Exceptional communication skills and the ability to supervise and lead others
- Visualization skills