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**APPLICATION FOR EMPLOYMENT**

The following information is requested in order to help the best placement within the company. All applicable portions of this application must be fully and truthfully complete. The company, in accordance with state and federal law, does not discriminate on the basis of race, color, religion, age, sex, or any other factor prohibited by law or regulation.

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\_\_\_\_\_ Alternate No.: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Other positions you are interested in \_\_\_\_\_

Date available for work \_\_\_\_\_ Expected Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Are you physically able to perform the essential functions of the position sought?  Yes  No

Are you legally eligible to work in the United States?  Yes  No

Are you presently employed?  Yes  No

Which are you available to work?  Part Time  Full Time

Which factors may affect your work schedule?  Other Employment  School  Personal Commitments  
 Other Business Commitments or Agreements

How were you referred to our company? \_\_\_\_\_

Have you ever applied for a position with our company?  Yes  No

Do you have any relatives employed by our company?  Yes  No

**Employment Record:** Please list in order of most recent position.

Date	Name & Address of Employer	Title	Salary & Reason for Leaving
Date	Name & Address of Employer	Title	Salary & Reason for Leaving
Date	Name & Address of Employer	Title	Salary & Reason for Leaving

*"Specializing in Electrical Asset Management."*

**Education**

Level	Name of School	School Address	# of Years Attended	Graduated?
High School				
College or higher				
Level of Education				

Activities / Honors \_\_\_\_\_

Special Skills \_\_\_\_\_

Military Experience?  Yes  No

Military Honors / Awards? \_\_\_\_\_

**References:** Please list three persons you know. Do not list relatives or former employees.

Name	Address	Relationship of Reference	Telephone

May we contact your present employer for a reference?  Yes  No

**Driving Information (If position applying for requires driving)**

Drives License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No

If yes, please give a brief explanation: \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, please give a brief explanation, dates, and disposition. \_\_\_\_\_

Please list any other skills or information that would assist us in our selection process for qualified candidates to fill the position in which you are applying for. \_\_\_\_\_

If requested, would you be willing to take a drug/alcohol-screening exam before and/or after employment as a condition of employment?  Yes  No

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or, if employed, may result in subsequent dismissal. I hereby authorize any former employer, person, school, firm or corporation listed hereon, including this company, to answer any and all questions related to employment and agree to release from liability and hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that no one other than the company president has authority to enter into any employment agreement to the contrary. I agree to take a job-related physical examination or a drug/alcohol test when requested as a condition of employment. I agree to comply with all rules of the company as a condition of employment. In the event the company advances me money or other things of value, I agree to repay the company and also that any amount still owing may be deducted from my final paycheck.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date