

Employment Application



Electric Supply Co.

This organization is an Equal Opportunity Employer and shall not, because of race,color,religion, age, sex,national origin,or handicap, fail or refuse to hire qualified applicants.

Personal

Name _____ Date _____
Last First Middle

Address _____
Number and street City State Zip

Position Applied For _____

If applying for a "safety sensitive" position as defined in the employee handbook, you will be required to submit to drug testing, at the company's expense, as a precondition of consideration of your application.

Full Time Part Time Date Available _____ Salary Desired _____

Phone Number _____ Alternate Phone Number _____

Social Security Number _____ Are you at least 18 Years old? ___ Yes ___ No

Are you legally permitted to work in the United States? ___ Yes ___ No
If offered employment you will be required to provide documentation to verify eligibility.

Education

Please indicate your education or training that you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle one) 1 2 3 4
Diploma: ___Yes ___No GED: ___Yes ___No
School _____ City _____ State _____

College: Number of Years Completed (circle one) 1 2 3 4
School(s) _____ City _____ State _____
Major _____ Degree Earned _____

Other Training or Degrees:
School(s) _____ City _____ State _____
Major _____ Degree Earned _____

Skills

Office Typewriter Excel/Lotus Personal Comp.
 Windows Word/Word Perfect Forklift

Are there other experiences, skills, or qualifications that you feel would especially fit you for the position for which you are applying?

Technical: _____
Other: _____

Record of Conviction

Have you ever been convicted of a felony (including while in the military service?) ___Yes ___ No
If yes, explain: _____

Employment History

Record all work experience, including jobs while attending school. Account fully for occupied and unoccupied time from date of first employment to present date. Verifiable volunteer experience may be included as part of work history. List most recent jobs first.

Date Month/Year	Name, address of previous employer	Name of Supervisor	Position Held	Position you held	Reason for Leaving	Last Salary
From						
To						
From						
To						
From						
To						
From						
To						

May we contact your present employer? ___Yes ___No

How soon would you be available for work? _____

References

Please provide references (not relatives) who are acquainted with your work experience and training. If recent college graduate, major professors and faculty advisors are particularly helpful.

Name	Relationship	Telephone #	Occupation	Time known

PLEASE READ AND SIGN

I authorize investigation of all statements and references contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time by me or the company without previous notice.

Date

Signature