

APPLICATION FOR EMPLOYMENT
SERVALL ELECTRIC CO. INC
(Equal Opportunity Employer)

GENERAL

NAME _____

ADDRESS _____

TELEPHONE (____) _____ SOCIAL SECURITY # _____

DATE AVAILABLE FOR EMPLOYMENT _____

If employed and under 18, can you furnish a work permit? Yes No

Have you ever been employed by this company? Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

If yes, give name: _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Type of work desired: _____

If applying for a position where driving is required – Do you have a valid driver’s license in this state? Yes No

License # _____

Can you perform the essential functions of the job(s) for which you are applying? Yes No

Are you available to work FULL-TIME PART-TIME OVER-TIME

Have you been convicted of a felony? Yes No

(Please note that a “Yes” answer will not bar you from consideration for employment.)

If yes, please explain: _____

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, race, national origin, religion, gender, physical or mental disability, or other protected classifications in accordance with applicable federal and state equal employment opportunity laws. This company will strive to

accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job.

EDUCATION

| School Name & Address | <u>Elementary</u> | <u>Secondary</u> | <u>College</u> | <u>Graduate</u> |
|-----------------------|-------------------|------------------|----------------|-----------------|
| | _____ | _____ | _____ | _____ |
| Years Completed | 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Course of Study | _____ | _____ | _____ | _____ |

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

REFERENCES:

List three (3) **professional references** that are familiar with your qualifications and actual work history and ability.

| <u>Name</u> | <u>Occupation/Relationship</u> | <u>Years Known</u> | <u>Telephone</u> |
|-------------|--------------------------------|--------------------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EMPLOYMENT EXPERIENCE

Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

Telephone Number _____ Employed from _____(mo/yr) to _____(mo/yr)

Salary: Starting/Ending _____ Duties _____

What did you like most about your job? _____

Reason for Leaving: _____

Employer _____ Supervisor's Name _____
Address _____ Your Job Position _____
Telephone Number _____ Employed from _____(mo/yr) to _____(mo/yr)
Salary: Starting/Ending _____ Duties _____
What did you like most about your job? _____

Reason for Leaving: _____

Employer _____ Supervisor's Name _____
Address _____ Your Job Position _____
Telephone Number _____ Employed from _____(mo/yr) to _____(mo/yr)
Salary: Starting/Ending _____ Duties _____
What did you like most about your job? _____

Reason for Leaving: _____

Employer _____ Supervisor's Name _____
Address _____ Your Job Position _____
Telephone Number _____ Employed from _____(mo/yr) to _____(mo/yr)
Salary: Starting/Ending _____ Duties _____
What did you like most about your job? _____

Reason for Leaving: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. By signing below, I authorize **Servall Electric Co. Inc.** to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I understand that any false information provided by me will likely result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

If hired I will be responsible for familiarizing myself with all rules and regulations of **Servall Electric Co. Inc.** as they presently exist or are later modified. *If hired, I understand my employment can be terminated, at the discretion of Servall Electric Co. Inc. or at my option, without notice, at any time and for any reason.*

I also understand that no representative of **Servall Electric Co. Inc.** has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.

I understand this application is not an offer of employment and no promises or representations of employment have made to me at this time.

I have read, understand, and agree with the above.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

NOTICE BEFORE ORDERING CONSUMER REPORTS
(including Motor Vehicle Reports and Credit Reports)

The Fair Credit Reporting Act (FCRA) provides individuals with certain rights regarding consumer reports, and places certain obligations on employers who use consumer reports for employment related purposes. Consistent with the requirements of the FCRA, this notice is provided to you in order to inform you that **Servall Electric Co. Inc.** may, for employment-related purposes (e.g., evaluating your for initial employment, promotions, transfers, assigned duties, retention as an employee, etc.), obtain from a consumer reporting agency one or more consumer reports containing financial information, criminal record information, driving record information, and/or other relevant information about you. **Servall Electric Co. Inc.** will not obtain a consumer report without your signature below, authorizing us to obtain one or more consumer reports.

AUTHORIZATION TO OBTAIN CONSUMER REPORTS

I hereby acknowledge that I have read and understand the contents of the above notice and, by signing below, specifically authorize **Servall Electric Co. Inc.** to obtain one or more consumer reports on me for employment-related purposes, as indicated above.

Please Print – First Name, Middle Initial, Last Name

Signature

Date