



APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_
Last First Middle Maiden

Present address \_\_\_\_\_
Street City State Zip

How long at present address \_\_\_\_\_

Telephone ( ) Cellular ( ) E-mail address \_\_\_\_\_

Position applied for \_\_\_\_\_ Desired salary range \_\_\_\_\_

REFERRAL SOURCE (please check the appropriate category and name the source)

- Walk-in School
Employee Job Fair
Advertisement Staffing Agency
Company's Website Government Employment Agency
Other Internet Other

May we contact you at work? Yes No Work number and best time to call \_\_\_\_\_

If under 18, please list age \_\_\_\_\_ If required, can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No If yes, give date(s) and position \_\_\_\_\_

Have you ever been employed here before? Yes No If yes, give date(s) and position \_\_\_\_\_

Are you legally eligible for employment in this country? Yes No

Date available for work \_\_\_\_\_

Employment desired: Full-time Only Part-time Only Full or part-time Temporary Seasonal

Will you travel if job requires it? Yes No Will you relocate if job requires it? Yes No

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? Yes No Can you work overtime? Yes No

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? Yes No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details \_\_\_\_\_

**EMPLOYMENT HISTORY** (starting with you most recent employer, provide the following information)

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of Employer<br>Address<br>City, State, Zip<br>Telephone Number  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Reason for leaving (be specific)   |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |
| Name of Employer<br>Address<br>City, State, Zip<br>Telephone Number  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Reason for leaving (be specific)   |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |
| Name of Employer<br>Address<br>City, State, Zip<br>Telephone Number  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Reason for leaving (be specific)   |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |

|   |                         |                  |                 |
|---|-------------------------|------------------|-----------------|
| Name of Employer<br>Address<br>City, State, Zip<br>Telephone Number   | Name of last supervisor | Employment dates | Pay or salary   |
|   |                         | From<br>To       | Start<br>Finish |
|   | Your last job title     |                  |                 |
| Reason for leaving (be specific)  |                         |                  |                 |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.                      |                         |                  |                 |
| Explain any gaps in your employment, other than those due to personal illness, injury or disability _____   |                         |                  |                 |
| If not addressed on previous page, have you ever been fired or asked to resign from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No |                         |                  |                 |
| If yes, please explain _____  |                         |                  |                 |

**SKILLS AND QUALIFICATIONS**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMPUTER SKILLS:** (check appropriate boxes. Include software titles and years of experience)

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_  Internet \_\_\_\_\_ Years: \_\_\_\_\_

Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

Presentation \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

E-mail \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

| <b>EDUCATIONAL BACKGROUND</b> (Starting with your most recent school attended, provide the following information) |                 |  |                |             |
|---|-----------------|--|----------------|-------------|
| School (include City and State)   | Years Completed | Completed  | GPA Class Rank | Major/Minor |
|   |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |
|   |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |
|   |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |
|   |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |

| <b>REFERENCES:</b> List name and telephone number of three business/work references who are <i>not</i> related to you and are <i>not</i> previous supervisors. If not applicable, list three school or personal references who are <i>not</i> related to you. |       |                     |           |                  |
|---|-------|---------------------|-----------|------------------|
| Name  | Title | Relationship to you | Telephone | # of Years Known |
|   |       |                     |           |                  |
|   |       |                     |           |                  |
|   |       |                     |           |                  |

| <b>RELATED INFORMATION</b>  |              |
|---|--------------|
| To what job-related organizations (professional, trade, etc.) do you belong? <i>Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.</i> |              |
| Organization  | Offices Held |
|   |              |
|   |              |
| List special accomplishments, publications, awards, etc. <i>Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.</i> _____               |              |
| In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable    If yes, please explain _____                                    |              |
| Is there any other job-related information you want us to know about you? _____   |              |

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no questions on this application issued for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

*I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.*

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*This Company is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.*

**Thank you for completing this application form and for your interest in Tidal Electrical Services.**