



Employment Application

An Equal Opportunity Employer

Instructions: Complete all necessary information. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. Please PRINT. **(Note: Applications are good for 30 days.)**

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Emergency Contact: _____ Phone Number: _____

Position applying for: _____

Years of Experience: _____

Salary Desired: \$ _____ per hour

On what date would you be available for work? _____

Have you ever been employed by American Contract Electric, Inc. before? Yes No

If yes, when? _____

If hired, would you have reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

Do you have any physical conditions or restrictions? If so, please explain. Yes No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered)

Educational Background

High School

Name: _____

Years Completed: _____

Address: _____

Did you graduate? _____

City: _____ St: _____ Zip: _____

Degree/Diploma: _____

College/University

Name: _____

Years Completed: _____

Address: _____

Did you graduate? _____

City: _____ St: _____ Zip: _____

Degree/Diploma: _____

Vocational/ Business

Name: _____

Years Completed: _____

Address: _____

Did you graduate? _____

City: _____ St: _____ Zip: _____

Degree/Diploma: _____

Other Training

Name: _____

Years Completed: _____

Address: _____

Did you graduate? _____

City: _____ St: _____ Zip: _____

Degree/Diploma: _____

Previous Employers

Company Name: _____

Contact Name: _____ Title: _____ Phone: _____

Address: _____

Employed from: _____ To: _____ Position: _____ Last Wage: _____

Reason for leaving: _____

Company Name: _____

Contact Name: _____ Title: _____ Phone: _____

Address: _____

Employed from: _____ To: _____ Position: _____ Last Wage: _____

Reason for leaving: _____



References

List below three persons not related to you who have knowledge of your work performance within the last three years

Contact Name: _____ Phone: _____

Occupation: _____ No. of Years Acquainted: _____

Contact Name: _____ Phone: _____

Occupation: _____ No. of Years Acquainted: _____

Contact Name: _____ Phone: _____

Occupation: _____ No. of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize American Contract Electric, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior of such disclosure. In addition, I hereby release American Contract Electric, Inc., my former employers and all persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and American Contract Electric, Inc. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

_____ Should a search of public records (including records documenting an arrest, conviction, civil judicial action, tax lien or outstanding judgement) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above

Applicant's Signature _____ **Date** _____