



# ELLIOTT ELECTRIC SUPPLY

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

## APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

### PERSONAL INFORMATION

Name (Print) \_\_\_\_\_ Home or Nearest Phone \_\_\_\_\_

Present Address \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_

\_\_\_\_\_ If at present address less than one year, please give previous address:

Social Security No. \_\_\_\_\_ Previous Address: \_\_\_\_\_

Are you over the age of 18?  Yes  No If No, employment is subject to verification that you are of minimum legal age.

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

Can you produce documented proof of your eligibility for employment in the United States?  Yes  No

(Either a Driver's License and Social Security Card/ Birth Certificate OR Immigration and Naturalization Service Documents)

Position(s) applied for \_\_\_\_\_ How soon could you report to work? \_\_\_\_\_

Type of Employment  Full-Time  Part-Time Rate of Pay Expected \_\_\_\_\_

What days and hours, if part-time? Days \_\_\_\_\_ Hours \_\_\_\_\_

### EDUCATION

Type of School	Name and Address of School	Courses Majored In	Check Last Year Completed	Graduate? Give Degree

Have you applied for a job with us before?  Yes  No Have you ever worked for us before?  Yes  No

How did you come to apply?  Employee Referral  Former Employee  High-School Recruitment

College Recruitment  Newspaper Ad  Walk-In  Other: \_\_\_\_\_

Have you ever been bonded?  Yes  No Have you ever been refused bond?  Yes  No

If so, state reason and date: \_\_\_\_\_

Have you ever served in the U. S. Armed Forces?  Yes  No If yes, branch \_\_\_\_\_

Date entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Have you ever been convicted of a violation of the law except a minor traffic violation?  Yes  No If so, state date, court, and place where offense occurred. \_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  No Are you employed now?  Yes  No

If yes, may we contact your present employer?  Yes  No

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)?  Yes  No

Do you have any reason to believe that you would have difficulty meeting this company's work schedules?  Yes  No

If yes, explain: \_\_\_\_\_

**PRIOR WORK RECORD (Starting with most recent or present employer and complete in full.)**

1. Name and Address of most Recent Employer		Telephone Number
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Job Title & Duties	Date Left	Last Rate
Reason For Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Name and Address of most Recent Employer		Telephone Number
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Job Title & Duties	Date Left	Last Rate
Reason For Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Name and Address of most Recent Employer		Telephone Number
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Job Title & Duties	Date Left	Last Rate
Reason For Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application. \_\_\_\_\_

**References**

(Do Not List Relative Or Former Employers)

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

**Job Applicant's Agreement and Certification**

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in granting of an interview is intended to create an employment contract between the company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the company retains the same right."

"I agree to submit to a physical examination whenever requested, and I understand my becoming employed and/or my continued employment are subject to the results of any physical examination related to my job duties in accordance with company policies and procedures."

"I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time."

"I understand that this application will be kept on active file for 180 days from the date completed, after which time I would have to reapply in accordance with established company procedures."

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)