

ELLIS MECHANICAL & ELECTRICAL

APPLICATION FOR EMPLOYMENT

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT. This application is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under local, state and federal law. In order to be considered for employment, you must have (1) a valid driver's license and be able to insured by our insurance carrier, and (2) no felony convictions. You must also pass a pre-employment drug test. This application will remain active for ninety (90) days.

Last Name	First Name	Middle Initial	Social Security Number:	
Street Address	City/State	Zip Code	Phone Number:	
If hired, can you provide evidence of legal eligibility to work in the U.S.?		Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization.		
Position Desired:	Wage/Salary Desired:	Full Time? _____ Part Time? _____		
Date you can begin work?	Are you 18 years of age or older?	If under 18 years of age, you will be required to submit a birth certificate or work certificate as required by state or federal law.		
Name of high school attended:	City & State	Graduate?	GED?	
Name of college or technical school:	City & State	Graduate?	Degree?	Major:
Are you presently enrolled in school?	If yes, give name & address of school and expected degree date:			
List any professional licenses, designations, certifications, etc., that may relate to the position. Include date granted, name of organization and any other relevant information:				
1. _____				
2. _____				
3. _____				

- Your Availability For Work -							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							
Total hours per week you are available to work:			Do you have any special requests or needs for a work schedule?				
- Provide Three References Who Are Not Former Employers Who We May Contact -							
Name and Occupation		How do you know them, and for how long?				Phone Number	

Your Employment History

List names of employers with present or last employer listed first.

May we contact current employers before you are offered a position? _____	
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: _____ To: _____
City, State, Zip Code	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Supervisor:	Reason for Leaving:
Telephone:	
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: _____ To: _____
City, State, Zip Code	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Supervisor:	Reason for Leaving:
Telephone:	
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: _____ To: _____
City, State, Zip Code	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Supervisor:	Reason for Leaving:
Telephone:	

Job Related Skills

Do you have a valid driver's license? Yes No

If Yes, Driver's License Number: _____ State of Issue: _____

(Attach a copy of your driver's license to the application)

Have you been convicted of or pled guilty to any traffic-related offense within the past five years? Yes No

Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law? Yes No

Have you been convicted of a felony? Yes No

CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

By signing below, I authorize Ellis Mechanical & Electrical to perform a pre-employment criminal background check, driver's license check and drug test. I also acknowledge that, if hired, I will be subject to random drug and alcohol testing throughout the time of my employment with Ellis Mechanical & Electrical.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I agree, if I am offered and accept a position, to conform to all existing and future company rules and regulations, and I understand that the company reserves the right to change wages, hours and working conditions as deemed necessary. **I also understand that, if hired, my employment will be at-will, which means that either party can end the employment relationship at any time and for any or no reason.**

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that all the information provided by me, including any resumes or attachments, is truthful and accurate.

Signature:

Date: