

APPLICATION FOR EMPLOYMENT (Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE: _____

NAME _____ SOCIAL SECURITY # - -

LAST FIRST MIDDLE

PRESENT ADDRESS _____

STREET CITY STATE ZIP

PHONE NO. ARE YOU 18 YEARS OR OLDER? Yes No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED
IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

DO YOU POSSESS A VALID DRIVER'S LICENSE? Yes No CDL ENDORSEMENT? Yes No

EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED

EMPLOYMENT DESIRED FULL-TIME PART-TIME

CAN YOU WORK NIGHTS? Yes No CAN YOU WORK WEEKENDS? Yes No

ARE YOU EMPLOYED NOW? Yes No IF SO MAY WE INQUIRE
OF YOUR PRESENT EMPLOYER? Yes No

EVER APPLIED TO THIS COMPANY BEFORE? WHEN?

REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	* DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC ATHLETIC ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U. S MILITARY OR NAVAL SERVICE RANK PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

WORK HISTORY:

BEGINNING WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT, LIST YOUR WORK/EXPERIENCE HISTORY INCLUDING ANY GAPS OF EMPLOYMENT. **PLEASE COMPLETE THE FOLLOWING SECTIONS FULLY EVEN IF YOU ARE SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU. ALL APPLICATIONS MUST BE SIGNED**

POSITION TITLE: _____ **LAST SALARY:** _____
EMPLOYER'S NAME: _____ **FROM:** _____ **TO:** _____
STREET ADDRESS: _____ **CITY/ST:** _____
SUPERVISOR: _____ **PHONE:** _____
HOURS WORKED PER WEEK: _____ **F/T** **or** **P/T** **STARTING SALARY:** _____
MAY WE CONTACT THIS EMPLOYER? Yes No
REASON FOR LEAVING/ DESIRE TO LEAVE: _____
PRIMARY DUTIES: _____

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EMPLOYER'S NAME: _____ **FROM:** _____ **TO:** _____
STREET ADDRESS: _____ **CITY/ST:** _____
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HOURS WORKED PER WEEK: _____ **F/T** **or** **P/T** **STARTING SALARY:** _____
MAY WE CONTACT THIS EMPLOYER? Yes No
REASON FOR LEAVING/ DESIRE TO LEAVE: _____
PRIMARY DUTIES: _____

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HOURS WORKED PER WEEK: _____ **F/T** **or** **P/T** **STARTING SALARY:** _____
MAY WE CONTACT THIS EMPLOYER? Yes No
REASON FOR LEAVING/ DESIRE TO LEAVE: _____
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EMPLOYER'S NAME: _____ **FROM:** _____ **TO:** _____
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SUPERVISOR: _____ **PHONE:** _____
HOURS WORKED PER WEEK: _____ **F/T** **or** **P/T** **STARTING SALARY:** _____
MAY WE CONTACT THIS EMPLOYER? Yes No
REASON FOR LEAVING/ DESIRE TO LEAVE: _____
PRIMARY DUTIES: _____

LICENSES / CERTIFICATIONS:

LICENSE: _____ LICENSE NUMBER: _____

ISSUING STATE: _____ DATE ISSUED: _____ EXPIRATION DATE: _____

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ISSUING STATE: _____ DATE ISSUED: _____ EXPIRATION DATE: _____

CERTIFICATION: _____ ISSUING AUTHORITY: _____

DATE ISSUED: _____ OPERATING SYSTEM: _____

CERTIFICATION: _____ ISSUING AUTHORITY: _____

DATE ISSUED: _____ OPERATING SYSTEM: _____

CERTIFICATION: _____ ISSUING AUTHORITY: _____

DATE ISSUED: _____ OPERATING SYSTEM: _____

CERTIFICATION: _____ ISSUING AUTHORITY: _____

DATE ISSUED: _____ OPERATING SYSTEM: _____

CERTIFICATION: _____ ISSUING AUTHORITY: _____

DATE ISSUED: _____ OPERATING SYSTEM: _____

REFERENCES:

GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	PHONE NUMBER	BUSINESS/ PERSONAL	YEARS ACQUAINTED

Have you been convicted of a felony or released from prison within the last ten (10) years or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? YES NO

If yes, please explain: _____

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED. MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE. AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Signature (Required): _____ DATE: _____

PLEASE READ CAREFULLY

Application Form Waiver

In exchange for the consideration of my job application by Hays Electric, LLC (hereinafter called the Company), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Hays Electric, LLC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and Hays Electric, LLC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job related physical examinations.

I understand that, in connection with routine processing of your employment application, the Company may request from a consumer reporting agency an investigation consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of Ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature (Required): _____ DATE: _____

Hays Electric, LLC is an equal employment 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 our business.