SW ELECTRIC

Our company hires solely on the basis of merit. It is the policy of the company to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, religion, national origin, disability, or other protected classifications.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please notify the company immediately.

Applicants in Philadelphia, Massachusetts, Oregon, Delaware, California, Connecticut, Hawaii, New Jersey, Pennsylvania, Puerto Rico, Vermont, San Francisco, CA, Chicago, IL, Louisville, KY, New Orleans, LA, Kansas City, MO, New York City, NY, Albany County, NY, Westchester County, NY or Suffolk County, NW do not have to share previous salary information.

Applicant Information

Name (first, MI, last)			
Current address			
City / State / Zip			
Phone		Email	
Today's date		Date available	
Desired position		Desired pay	$
How did you learn about us?			
Are you legally authorized to work in the United States of America?			☐ Yes ☐ No
Are you presently employed?	☐ Yes ☐ No	If so, where?	
Have you previously worked for us?	☐ Yes ☐ No	If so, when?	
Are you at least 18 years of age or older?	☐ Yes ☐ No	Age, if under 18	
Have you ever been discharged or asked to resign from a job?	☐ Yes ☐ No	If yes, explain	
Do you have a valid drivers' license?	☐ Yes ☐ No	Do you currently use illegal drugs?	☐ Yes ☐ No
Can you fluently speak English?	☐ Yes ☐ No	Can you fluently read and write English?	☐ Yes ☐ No
Are you available to work:	☐ Full-time ☐ Part-time ☐ Shift work ☐ Temporary		
Please note any other information that may be helpful, including foreign languages, certifications, licenses, and computer skills.			

Are you subject to any type of agreement that would restrict your ability to work at the company? If yes, explain and provide a copy of the agreement. *Examples: non-compete, confidentiality, or non-disclosure*	Yes No

Have you ever been disciplined, terminated, or resigned because of sexual harassment in the workplace? If yes, explain.	☐ Yes ☐ No

☐ New Construction ☐ Tenant Finishout ☐ Service Dept.

APPLICATION FOR EMPLOYMENT

Current Employment

Copy and attach additional pages as needed to provide your complete employment history.

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	☐ PT ☐ FT
Reason for leaving			
May we contact your employer?	☐ Yes ☐ No | Reason:		

Previous Employment

Please list newest to oldest

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	☐ PT ☐ FT
Reason for leaving			
May we contact your employer?	☐ Yes ☐ No | Reason:		

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	☐ PT ☐ FT
Reason for leaving			
May we contact your employer?	☐ Yes ☐ No | Reason:		

Company		Type of business	
Address		Phone	
Supervisor		Dates employed	
Job title			
Responsibilities		Part or full-time?	☐ PT ☐ FT
Reason for leaving			
May we contact your employer?	☐ Yes ☐ No | Reason:		

APPLICATION FOR EMPLOYMENT

Education

	Institution name	City & State	Degree received	Degree awarded	Your name at time of graduation
High school				☐ Yes ☐ No	
Vocational				☐ Yes ☐ No	
Trade school				☐ Yes ☐ No	
College				☐ Yes ☐ No	
Graduate				☐ Yes ☐ No	
Other				☐ Yes ☐ No	

References

Please list three professional references that are not related to you.

Name		Relationship	
Phone		Email	

Name		Relationship	
Phone		Email	

Name		Relationship	
Phone		Email	

Disclaimer & Signature

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and I authorize the company to verify their accuracy and to obtain reference information on my work performance. I hereby release the company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the employer may terminate my employment at any time with or without notice or cause.

I also understand that a test for illegal controlled substances may be conducted at the expense of the company as a part of the company's selection and hiring process. Any offer made to an applicant may be conditional upon the successful completion of the drug screen.

Signature		Date	
Printed name			