



HILL COUNTRY ELECTRIC SUPPLY

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____

Alias or Past Name First _____ Middle _____ Last _____

First _____ Middle _____ Last _____

Past Addresses

From ___/___/___ to ___/___/___

Address/City/ State/ Zip Code _____

From ___/___/___ to ___/___/___

Address/City/State/Zip Code _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

Are you a previous applicant? Yes No

Are you a previous employee? Yes No

Are you able to make it to work using a reliable means of transportation? Yes No

Are you over 18 Years old? Yes No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes No

If yes, please describe conditions. _____

Employment Desired

Position applied for _____

How did you hear of this opening? _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

Date you can start _____

Desired position _____

Desired starting salary _____

Please list applicable skills _____

Education

School Name and Location	Year	Major	Degree
High School _____	XXX	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

References

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

Emergency Contact

In case of emergency, please notify:

Name _____ Phone _____

Address _____

Please Read Carefully Before Signing:

If you have any questions regarding this application, this statement or have need of special assistance in regard to applying for this position, please see the person of this organization who is assisting you with this application.

Hill Country Electric Supply does not discriminate in hiring on the basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves: however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and this organization. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, this organization reserves the right to terminate your employment at any time and for any reason.

When processing this application, Hill Country Electric may request a criminal, police or credit background check on you. Furthermore, a drug test is required prior to any employment offered by Hill Country Electric. The organization may contact past employers, supervisors and /or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include written information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Human Resource Department of this organization to disclose to you the content of these reports.

Also note, that should you become employed by this organization, this organization may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that any representations or omissions by you may be the cause for rejection of your application, or may be the cause for subsequent dismissal if you are hired,

.Signature _____ Date _____

Internal use Only

References

Date _____ Organization _____ Contact _____

Information Obtained or verified _____

Date _____ Organization _____ Contact _____

Information Obtained or verified _____

Date _____ Organization _____ Contact _____

Information Obtained or verified _____

Criminal Background check Performed ? Yes No

Date Performed _____ Type of Check _____

Drug Test performed? Yes No

Date Performed _____ Result _____

Eligible of Hire? Yes No

Position _____ Location _____

Stating Date _____ Hiring Rate _____