

**SOUTH LAKE ELECTRIC AND CONSTRUCTION CO., INC.**  
**APPLICATION FOR EMPLOYMENT**

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department. We are a drug-free workplace. Pre-employment drug testing is mandatory. South Lake Electric pays on a biweekly basis.

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Have you submitted an application to South Lake Electric before? ☐ Yes ☐ No If yes, give date(s) \_\_\_\_\_

Referred to South Lake Electric by ☐ Advertisement ☐ Individual ☐ Other \_\_\_\_\_

Have you been employed by South Lake Electric or it's affiliates before? ☐ Yes ☐ No If yes, give date(s) \_\_\_\_\_

Would you prefer to work ☐ Full Time ☐ Part Time ☐ Temporary Date available to begin work \_\_\_\_\_

Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Are you employed now? ☐ Yes ☐ No Does your present employer know of your plan to change employment? ☐ Yes ☐ No

Have you ever been bonded? ☐ Yes ☐ No Salary Desired \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? ☐ Yes ☐ No If yes, please provide date(s) and details (*Answering Yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

US Armed Forces ☐ Yes ☐ No. If yes, branch \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

Do you have a clean driving record: ☐ Yes ☐ No. *Driving record check is required by our insurance carrier.*

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**EDUCATION BACKGROUND** - List high school, college or trade/vocational school:

<i>School City/State</i>	<i>Years Attended</i>	<i>Degree/Diploma/Major</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**Skills and Qualifications** (special training, skills, licenses and/or certificates that ma qualify you as able to perform job-related functions in the postion for which you are applying) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES** - List three (3) people who you are not related to and who you have known for at lease one (1) year:

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Years Known</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT HISTORY** - Please explain any gaps in employment in comments section below:

**Job Title** \_\_\_\_\_ **Date Employed - From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Supervisors Telephone Number (Required)** \_\_\_\_\_ **Fax Number (If known)** \_\_\_\_\_  
**Hourly Rate or Wage: Starting \$** \_\_\_\_\_ **per** \_\_\_\_\_ **Ending Rate or Wage \$** \_\_\_\_\_ **per** \_\_\_\_\_  
**Summarize the type of work performed and job responsibilities** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
**May we contact for reference?** ☐ Yes ☐ No ☐ Later  
**Comments** \_\_\_\_\_  
\_\_\_\_\_

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**Summarize the type of work performed and job responsibilities** \_\_\_\_\_  
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**Comments** \_\_\_\_\_  
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**Summarize the type of work performed and job responsibilities** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
**May we contact for reference?** ☐ Yes ☐ No ☐ Later  
**Comments** \_\_\_\_\_  
\_\_\_\_\_

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I give the employer the right to contact and obtain information from all references, employers, schools and to verify the accuracy of the information contained in this application. I hereby release the employer and its representatives from liability for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to fill out a new application. I understand that if I am employed, any misrepresentation or material omission made by me on this application may be sufficient cause for immediate termination whenever it is discovered. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that Federal immigration laws require me to complete an I-9 Form. In this regard, I understand it is the company's policy to not discriminate in employment.

If I am hired, I understand that I am free to resign at any time with or without cause. The employer reserves the right to terminate my employment at any time with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specific or definite duration. I understand that no representative of the employer other than an authorized officer has the authority to make any assurance to the contrary. I have read and fully understand the above and seek employment under these conditions.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_