

Employment Application



Arkay Electric, LLC

Design - Installation - Service

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip

Phone: (____) _____ Email Address: _____

Social Security No. _____ - _____ - _____ Number of Years at Address Above: _____

Position Applied for: _____ Salary Desired: \$ _____ / _____ Date Available: _____

Please list any languages other than English that you can speak, read, and/or write and your proficiency with each: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you worked for us before? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Previous Employment

List below all present and past employers, starting with most recent. Attach an additional sheet if necessary. Account for all periods of unemployment. You must complete this section even if you are attaching a resume.

1. From: _____ to _____ Company: _____

Phone: (____) _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ / _____ Ending Salary: \$ _____ / _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

2. From: _____ to _____ Company: _____

Phone: (____) _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ / _____ Ending Salary: \$ _____ / _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

3. From: _____ to _____ Company: _____

Phone: (____) _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ / _____ Ending Salary: \$ _____ / _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

4. From: _____ to _____ Company: _____
Phone: (____) _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ / _____ Ending Salary: \$ _____ / _____
Responsibilities: _____
Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Education

High School: _____ Location: _____
From: _____ to _____ Course of Study: _____ Did you graduate? YES NO
College: _____ Location: _____
From: _____ to _____ Course of Study: _____ Did you graduate? YES NO
Trade School: _____ Location: _____
From: _____ to _____ Course of Study: _____ Did you graduate? YES NO
Apprenticeship: _____ Location: _____
From: _____ to _____ Organization: _____ Did you graduate? YES NO
Please list all special courses, seminars, or other training you have attended that are relative to this position:

Please list all formal training, licenses, and certifications you have that are relative to this position:

Military Service

Branch: _____ From: _____ to _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

References

List below three persons not related to you who have knowledge of your work performance within the last five years:
Name: _____ Phone: (____) _____ Years Acquainted: _____
Name: _____ Phone: (____) _____ Years Acquainted: _____
Name: _____ Phone: (____) _____ Years Acquainted: _____

Please read each statement closely and initial each acknowledging your understanding

_____ **Equal Employment Opportunity Statement**
Arkay Electric, LLC is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. Arkay Electric, LLC desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. Arkay Electric, LLC will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for Arkay Electric, LLC.

Discrimination and Sexual Harassment Policy Statement

Arkay Electric, LLC will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with Arkay Electric, LLC, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by Arkay Electric, LLC. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that Arkay Electric, LLC may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, Arkay Electric, LLC will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied, to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on Arkay Electric, LLC unless made in writing and signed by Arkay Electric, LLC's president.

Testing Authorization

If offered a position with Arkay Electric, LLC, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by Arkay Electric, LLC as a condition of employment.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

Company Obligation

I understand and agree that Arkay Electric, LLC's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that Arkay Electric, LLC has agreed to hire me. I understand that Arkay Electric, LLC is under no obligation to hire me as the result of accepting this completed application.

I have read and understand the above policy statements and agree to be bound by them if employed by Arkay Electric, LLC.

Signature: _____ Date: _____

You may fax this application to: 410-557-9202