



# EMPLOYMENT APPLICATION

Position Applying for: \_\_\_\_\_ Application Date: \_\_\_\_\_

Please state that you acknowledge Swartz Electric is a drug-free employer: \_\_\_\_\_

### Personal Information

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ How did you hear about our company? \_\_\_\_\_

### Employment Information

Citizenship/Work Status: Are you authorized to work in the US? \_\_\_\_\_

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*

Current Employer (if any): \_\_\_\_\_ Date available to start: \_\_\_\_\_

Years of Work Experience directly related to the position you are applying for: \_\_\_\_\_

### Education

Type of School	Name of School	Location	Number of Years Completed	Major & Degree
High School				
College/University				
Business/Trade School				
Other Education				

### Certifications and Licenses

What Certifications and Licenses do you have? (Select all that apply)

- Registered Apprentice    
 Residential Wireman    
 Journeyman Electrician    
 Master Electrician

Include State and License Numbers for any licenses selected above: \_\_\_\_\_

Other Licenses and Certifications held: \_\_\_\_\_

### Criminal History

Have you ever been convicted of a felony or misdemeanor (except any minor traffic violations)? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

### Drivers License Information

Do you have a valid driver's license? \_\_\_\_\_

Do you have reliable transportation to work (please be specific)? \_\_\_\_\_

Do you have a clean driving record? \_\_\_\_\_

List any moving violations and/or accidents from the last 3 years: \_\_\_\_\_

### Work Experience

Please list your work experience for the past 5 years beginning with your most recent job.  
If you were self employed, give firm name. Attach additional sheets if necessary.

Company, Address and Phone	Name of Last Supervisor	Employment Dates	Compensation
		Start:	Start:
		End:	End:
	Job Title	May we contact this employer?	
		<input type="checkbox"/> No <input type="checkbox"/> Yes	

Specific reason for leaving:

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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		Start:	Start:
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	Job Title	May we contact this employer?	
		<input type="checkbox"/> No <input type="checkbox"/> Yes	

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Specific reason for leaving:

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

### Additional Information

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.


**Professional References**

Please list 3 people you have worked with who can attest to your on the job experience and performance.

Name	Position	Company	Address	Telephone

**Agreement (Please read carefully before signing)**

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Swartz Electric creates an actual or implied contract of employment. I understand that, if I accept employment with Swartz Electric, it will be on an at-will basis. This means that either Swartz Electric or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing when requested by Swartz Electric. I release Swartz Electric, its employees, plus other persons or companies from any and all liability related such testing.

I authorize Swartz Electric to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Swartz Electric and its employees from any and all liability arising from such investigation.

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**End of Application**