

Date: / /



4910 West Clay Street * Richmond, Virginia 23230
Phone (804) 282-6879 * www.harriselectricco.com

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire Equal Opportunity Employer

Personal Information:

NAME (Last Name First) _____

Social Security NO. _____ - _____ - _____ DOB: / /

Present Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ - _____ Cell Number : () _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: Name _____ **Number: ()** _____

Have you ever applied to/worked for this Company before? [] Y or [] N

If yes, please explain (Include Date): _____

Do you have reliable transportation to and from work or job location? [] Y or [] N

Do you have a VALID Driver's License? [] Y or [] N

Are you over the age of 18?(If under 18, hire is subject to verification of minimum legal age.) [] Y or [] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed: _____

Have you ever been convicted of criminal offence (felony or misdemeanor)? [] Y or [] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. Even if you have attached a resume, this section must be completed.

Name of Employer: _____

Name or Supervisor: _____

Telephone Number: () _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? [] Y or N []

Employment Desired:

- Position(s) applying for: _____ If hired, on what date can you start working? ___ / ___ / ___
 - What day & hours are you available for work? _____
 - Can you work on the weekends? [] Y or [] N Can you work evenings? [] Y or [] N
 - Are you available to work overtime? [] Y or [] N **Salary Desired: \$_____ Hourly**
 - If hired, do you have a valid Virginia Driver's License with NO Restrictions? [] Y or [] N
 - Are you a Certified Electrician in the State of Virginia? [] Y or [] N
 - If hired, would you have transportation to/from work? [] Y or [] N
- Additional Information:** Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in case that they make you especially suited for working with us? [] Y or [] N
- If yes, please explain _____

Education History:

High School:

Name: _____
 Address: _____
 City, state, zip: _____
 Number of years completed: _____
 Did you graduate? [] Y or N []
 Degree/diploma?: _____

Trade School/College:

Name: _____
 Address: _____
 City, State, Zip Code: _____
 Number of Years Completed: _____
 Did you graduate? [] Y or N []
 Degree/Diploma: _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or terms for my immediate expulsion from the company.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

I permit the company to examine my references, record of employment, education record, DMV driving report, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature: _____ **Date:** _____

Print Name: _____