

Sumpter Electric, LLC

Phone (540) 752-8010 Fax (540) 752-8011

Application for Employment

Please print in ink or type.

Position Applying For _____

Date _____

Title: _____

Salary Desired: _____

Referred by: _____

Date Available: _____

Personal Information

Name _____
last first

_____ middle name you prefer to use

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____
(Or how you can be reached)

Email _____

Social Security Number _____

Disclosure of your Social Security Number as an applicant is voluntary and is requested solely for administrative convenience and recordkeeping accuracy. However, should you be employed, disclosure is mandatory to comply with federal Social Security regulation No. 4, Subpart M, Section 404.1242.

General Information

Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation? NO YES If yes, explain (a yes will not automatically disqualify you). _____

Do you have a valid Drivers License? NO YES
If yes, give number and state _____

Education

Circle last year of formal education completed.

1 2 3 4 5 6 7 8 9 10 11 12 College												1 2 3 4 5 6 7 8 Other								1 2 3 4															
Dates Attended												Name and Location of School								Did You Graduate?								Title of Diploma/Degree				Major			
High School																																			
Business/Technical School																																			
Military School																																			
College or University																																			

Special Skills:

Work History *If additional space is needed, continue on the back.*

1 Present or Last Employer _____

Address _____

Job Title _____

Supervisor's Name/Telephone Number _____

Salary \$ _____ per _____

Date Employed (mo/yr) _____

Date Separated (mo/yr) _____

Reason for Leaving _____

Duties (List order of importance in job)

2 Employer _____

Address _____

Job Title _____

Supervisor's Name/Telephone number _____

Salary \$ _____ per _____

Date Employed (mo/yr) _____

Date Separated (mo/yr) _____

Reason for Leaving _____

Duties (List order of importance in job)

References: *Give the names of two persons not related to you, whom you have known at least one year.*

Name: _____
Address: _____
Position: _____
Telephone #: _____

Name: _____
Address: _____
Position: _____
Telephone #: _____

May we contact your present and previous supervisors for reference? NO YES
If no, please explain.

Have you had disciplinary action taken against you in the past 12 months? NO YES
If yes, please explain (A yes will not automatically disqualify you).

Have you ever been dismissed or asked to resign from any job held? NO YES
If yes, please explain (A yes will not automatically disqualify you).

I certify that I have given true, accurate and complete information. I authorize investigation of all statements made in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that if employed, my first 90 days with the company shall be considered as a probationary period during which time I may be discharge for any reason with or without cause.

In the event of employment, I understand that, if hired, false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Employer. Any offer of employment tendered to the applicant by this company is conditional and may be contingent upon successful completion of a drug and/or alcohol test and background information.

Signature _____

Date _____