

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

As an equal opportunity employer, Stewart Electric Company, Inc. does not discriminate in its employment decisions on the basis of race, religion, genetic information, color, national origin, gender, age, military status, disability, or on any other basis that would be in violation of any applicable federal, state, or local law.

DATE: _____

PERSONAL INFORMATION

NAME: _____

(Last, First, Middle) Preferred Name

PRESENT ADDRESS: _____

Street City State Zip

PERMANENT ADDRESS: _____

Street City State Zip

PHONE #: _____

E-Mail: _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

EMPLOYMENT INFORMATION

POSITION APPLYING FOR _____

DATE YOU CAN START _____

SALARY DESIRED _____

ARE YOU EMPLOYED?

YES NO

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO

HAVE YOU EVER APPLIED TO THIS ORGANIZATION BEFORE?

YES NO

HAVE YOU EVER WORKED FOR THIS ORGANIZATION BEFORE?

YES NO

DO YOU HAVE ANY RELATIVES WHO ARE EMPLOYED BY THIS ORGANIZATION?

YES NO

IF YES, PLEASE PROVIDE NAME(S): _____

IF HIRED, CAN YOU PROVIDE WRITTEN EVIDENCE THAT YOU ARE AUTHORIZED TO WORK IN THE U.S.?

YES NO

HOW WERE YOU REFERRED TO OUR ORGANIZATION? _____

EMPLOYMENT HISTORY

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SUPERVISOR NAME & PHONE #	SALARY OR PAY RATE	POSITION	REASON FOR LEAVING
FROM ___/___/___ TO ___/___/___					
FROM ___/___/___ TO ___/___/___					
FROM ___/___/___ TO ___/___/___					

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EDUCATION HISTORY

TYPE	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?
MIDDLE SCHOOL OR JUNIOR HIGH			<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH SCHOOL OR EQUIVALENT			<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE			<input type="checkbox"/> YES <input type="checkbox"/> NO
TECHNICAL OR OTHER			<input type="checkbox"/> YES <input type="checkbox"/> NO

U.S. MILITARY HISTORY

BRANCH OF SERVICE:	RANK & TYPE OF SERVICE:
DATE OF SERVICE: (Month/Year)	FROM ___/___ TO ___/___
	TRAINING / EXPERIENCE REQUIRED:

EQUIPMENT QUALIFIED TO OPERATE

EQUIPMENT TYPE	WHERE OPERATED	YEARS EXPERIENCE	CERTIFICATION
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

PERSONAL HISTORY

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

IF YES, PLEASE EXPLAIN EACH CONVICTION, THE NATURE OF OFFENSE(S), DATE OF OFFENSE(S), LOCATION, SENTENCE(S) IMPOSED, AND TYPE(S) OF REHABILITATION.

PROFESSIONAL REFERENCES (EXCLUDING RELATIVES)

NAME	PHONE #	BUSINESS	YEARS KNOWN

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Please provide any additional information relating to your licenses, technical certifications or professional memberships with regard to the job for which you have applied. Do not include information which would denote race, color, sex, age, national origin, disability, ancestry, religious, or political affiliation.

APPLICANT'S STATEMENT

I understand **Stewart Electric Company, Inc.** follows an "employment at will" policy, and that I or **Stewart Electric Company, Inc.** may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by **Stewart Electric Company, Inc.**

I understand this application is not a contract of employment and no offer of employment has been made. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand **Stewart Electric Company, Inc.** will thoroughly investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools and firms named therein, except my current employer, if so noted, to provide any information requested about me (current employer may be contacted after an offer of employment has been accepted by me), and I release them of and from all liability for damages in providing this information. I also understand I may be required to submit to and pass a substance abuse test and a medical examination as a condition of employment.

My signature below certifies that this application was completed only by me, and all entries on and information in it are true, correct, and complete to the best of my knowledge. In the event of an offer of employment or employment, I understand and agree that any false or misleading information given in my application or interviews may result in withdrawal of my offer of employment or discharge from employment.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Reference Authorization

I understand that references will be contacted, and that appropriate work-related references are not limited to those listed in my application.

I authorize Stewart Electric Company, Inc. to contact and secure information about my educational background, work experience, credit rating and to secure records of licensing, administrative, regulatory or any other governmental agency, to obtain and inspect my Motor Vehicle Report annually, and to contact any other information source relevant to employability. I hereby release Stewart Electric Company, Inc. its subsidiaries, officers and agents from liability for seeking such information, and I hereby release all other persons, schools, corporations, entities and/or organizations for furnishing any such information.

Print Name

Social Security Number: _____

Driver's License Number: _____

Signature

Date

In processing the employment application, we may request that an Investigative Consumer Report be prepared, which may include information as to your employment, finances and general reputation. If so, you will receive a separate authorization form.

Caution: This form relates to references directly contacted by the employer. This form is not sufficient if you use a third party as such is regulated by the Fair Credit Reporting Act ("FCRA"). If a third party is used, a separate FCRA authorization is required.

There are very stringent requirements for how credit checks can be done and what must be disclosed to the employee when this is done. You should seek legal advice regarding how to set up a procedure that complies with all federal and state laws and regulations, including the Fair Credit Reporting Act.

Certificate of Truthfulness and Understanding of Employment-At-Will Status

I certify that the facts contained in the application are true, and I understand that any false or misleading statements or omissions on the application may result in rejection of the application or, if hired, in discharge.

I understand and agree that nothing contained in the application or any other materials or information distributed by the organization creates a contract of employment between me and **Stewart Electric Company, Inc.** I understand that if I am hired that my employment is on an at-will basis. This means that I or **Stewart Electric Company, Inc.** may terminate my employment at any time for any reason consistent with applicable state or federal law. I understand that no individual supervisor, manager, or officer can make a contrary agreement except for **Larry Stewart, President** and even then, such an agreement must be set forth in a written employment contract with me, signed by **Larry Stewart, President**.

Signature

Date

Name _____ SS# _____

Date of Birth _____

Stewart Electric Company, Inc., as an Equal Opportunity Employer, does not practice discrimination based on sex, age, race, color, religion, or national origin.

For purposes only concerning compliance of Federal record documentation, please indicate the following:

Sex: Male

Race: White

Female

Black

American Indian

Asian

Hispanic

Other _____

In compliance with Federal contracting, a policy of Affirmative Action has been implemented, which prevents discrimination and provides equality of employment.

If you so desire to be recognized for participation under the above guidelines, do so by indicating:

Handicapped

Disabled Veteran

Vietnam Era Veteran