



# ELECTRIC MOTOR & CONTRACTING CO., INC. APPLICATION FOR EMPLOYMENT

(Pre employment questionnaire) (An equal opportunity employer)



## Personal Information

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

Name: \_\_\_\_\_  
last first mi

Physical Address \_\_\_\_\_  
street city state zip code

Check here if same

Mailing Address \_\_\_\_\_  
street city state zip code

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Are you prevented from lawfully becoming employed  
in this country because of Visa or immigration status? Yes  No  Are you 18 or older? Yes  No

## Employment Desired

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you currently employed? Yes  No  If yes, may we inquire with your present employer? Yes  No  Have  
you ever applied to this company before? Yes  No  If yes, when? \_\_\_\_\_

Have you ever worked this company before? Yes  No  If yes, when? \_\_\_\_\_

How were you referred? \_\_\_\_\_

| Education               | Name & Location of School | # of Yrs. Attended | Did You Graduate? | Degree Earned/ Subjects Studied |
|-------------------------|---------------------------|--------------------|-------------------|---------------------------------|
| High School             |                           |                    |                   |                                 |
| College                 |                           |                    |                   |                                 |
| Trade / Business School |                           |                    |                   |                                 |

## GENERAL INFORMATION

Subjects of special study or research work: \_\_\_\_\_

Special skills: \_\_\_\_\_

Activities: (Civic, Athletic, Etc.): \_\_\_\_\_

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its messages.

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ Present membership in Guard or Reserves \_\_\_\_\_

**\*THIS SECTION MUST BE FULLY COMPLETED\***

| DATE<br>(MONTH &<br>YEAR) |    | NAME & COMPLETE<br>ADDRESS OF EMPLOYER | PHONE # | SUPERVISOR | WAGE | POSITION | REASON<br>FOR<br>LEAVING |
|---------------------------|----|--|---------|------------|------|----------|--------------------------|
| FROM                      | TO |  |         |            |      |          |                          |
| FROM                      | TO |  |         |            |      |          |                          |
| FROM                      | TO |  |         |            |      |          |                          |
| FROM                      | TO |  |         |            |      |          |                          |

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

| NAME | ADDRESS | OCCUPATION | # YEARS KNOWN |
|------|---------|------------|---------------|
|      |         |            |               |
|      |         |            |               |

In case of an emergency, notify \_\_\_\_\_  
name relationship address phone

**I certify that I do not use, possess, or sell any illegal substances. I am also aware that if I am hired, Electric Motor & Contracting Company, Inc. can require me to submit to a random drug screening urinalysis at any time during my employment to confirm with the Anti-Substance Act of 1988.**

**I hereby authorize Electric Motor & Contracting Company, Inc., to obtain information from the Department of Motor Vehicles regarding my driving record.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete. And I understand that if any false information, omissions or misinterpretations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative other than its President, and then only when in writing and signed by the President has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement to the foregoing.

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

---

---

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Hired:  yes  no Position/Dept.: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Special Hiring Agreements: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Dept. Head

HR Manager

---

---