



RICHMOND ELECTRIC, INC.

EMPLOYMENT APPLICATION

3086 Enterprise Road Fort Pierce, FL 34982

Phone: (772) 461-1951 Fax: (772) 461-1907

ron@richmondelectricinc.com

An Equal Opportunity Employer and Drug Free Workplace

Please Print or Type

Position applied for: _____ Salary / Wage desired: _____ Date available to start: _____

Name _____ Phone _____
 Last First MI Cell phone _____

Mailing Address _____ Work phone _____
 Street May we contact you at work? yes no

_____ City State Zip E-mail address _____

EDUCATION

	Name and Location of School	Dates		Graduated		Credit hours Earned	Type of Degree, Diploma, or Certificate	Course of Study/Major
		From	To	Yes	No			
High School or GED								
Vocational, Tech, or Jr. College								
College or University								
College or University								
Other								

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. List your work experience, most recent first, during the **past ten years**. Include military and volunteer experience. Attach additional sheet if necessary.

Present or Last Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Number of people supervised:		
Reason for leaving:		

Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Number of people supervised:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
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Number of people supervised:		
Reason for leaving:		
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Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Number of people supervised:		
Reason for leaving:		

REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Are you legally eligible for employment within the United States? (check one)
You will be required to provide proof of eligibility.

Yes No

Do you claim veteran's preference? (check one)

(Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Yes No

Have you ever been convicted of a felony? (check one)

(Please exclude cases processed in the juvenile court or expunged convictions.)
Conviction does not necessarily disqualify you from employment.

Yes No

If you answered yes, please explain the nature of the conviction and the date.

RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by Richmond Electric Inc., my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with our policy which may be revised periodically. I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process.

Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment. I understand that I am required to successfully pass a drug and alcohol screening and/or job-related examination. I hereby consent to a pre- and/or post employment drug screen as a condition of employment, as required.

I have read and understand that by signing this application, I authorize Richmond Electric Inc., to conduct and hold Richmond Electric Inc., harmless from any result of the reference and background check that they make. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of Richmond Electric Inc., and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: _____

Date: _____