



Greetings

Thank you for taking your time to complete the following application for employment.

Wolfe and Travis Electric Company, Inc. is an equal opportunity employer. Wolfe and Travis Electric seeks and employs qualified persons in all job classifications and positions without discrimination on the basis of a qualified applicant's race, color, religion, sex, age (over 40), disability, pregnancy, creed, national origin, citizenship, veteran status, genetic information, or any other characteristic protected by state, federal, or local law.

This application and hiring process includes the following sections:

1. Application for Employment
2. Equal Employment Opportunity Form
3. Medical Test and Examination Authorization Form
4. Application Drug Testing Release Form
5. Direct Deposit Authorization Form
6. Federal W-4 Employee's Withholding Certificate
7. USCIS Employment Eligibility Verification Form I-9
 - a. This includes providing required forms of personal identification
8. Verbal Interview Form
9. Description of Job Positions
10. Insurance Forms

Our Company Group Insurance Plan is offered to ALL employees. As a Team Member you will be eligible for Single Coverage Insurance upon completing 90 days of employment after the date of hire. The application documents will be provided to you to complete and return to Wolfe and Travis for processing at your eligible date. The documents are included in this application package for your review.

(You may complete the insurance application forms at the time of employment application if you wish but, it will be pending as outlined above before processing.)



Application for Employment

Date of Application ___/___/___

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Personal Information

Name: _____
(First) (Middle) (Last)

Mailing Address: _____
(Street Number) (Street Name) (Apartment Number)

(City) (State) (Zip Code)

Social Security Number: ___/___/___

Date of Birth: ___/___/___

Home Phone: (____) ___/___

Mobile Phone: (____) ___/___

(This number will be used for Business Communications (Calls / Text Messaging))

=====

EMERGENCY CONTACT: _____ Phone Number: (____) ___/___

Relationship: _____

=====

Are you over the age of 18? _____ Yes _____ No

Race: Caucasian ___ Black ___ Hispanic ___ Asian ___ Other: _____

Are you legally eligible for employment in the U.S.? _____ Yes _____ No

Have you ever been convicted of a felony or misdemeanor? _____ Yes _____ No

If yes, please explain:

(NOTE: Driving our vehicles will require a background check for insurance purposes)



Application for Employment

EDUCATION

High School: _____ Location: _____
Diploma? _____ Yes _____ No GED? _____ Yes _____ No

College / University / Apprenticeship? _____ Yes _____ No

If yes?

Name of School? _____ Main Course of Study? _____
Did you Graduate? _____ Yes _____ No What Degree did you earn? _____

Name of School? _____ Main Course of Study? _____
Did you Graduate? _____ Yes _____ No What Degree did you earn? _____

Name of School? _____ Main Course of Study? _____
Did you Graduate? _____ Yes _____ No What Degree did you earn? _____

Are there any other job-related experience, skills, or qualifications which will be of special benefit in the job for which you are applying?

Any Equipment Training /Certifications?

OSHA 10? _____ Yes _____ No OSHA 30? _____ Yes _____ No Date of Certification? ____/____/____

Any Computer or Construction Software experience?

Any Additional information? _____



Application for Employment

EMPLOYMENT HISTORY

(Most Recent / Current Job)

Company: _____ Salary / Wage: \$ _____
Address: _____ Benefits? _____
Job Title: _____
Duties: _____
Supervisor: _____ Dates Employed: __/__/__ - __/__/__
Reason for Leaving: _____

(Previous Employment)

Company: _____ Salary / Wage: \$ _____
Address: _____ Benefits? _____
Job Title: _____
Duties: _____
Supervisor: _____ Dates Employed: __/__/__ - __/__/__
Reason for Leaving: _____

Company: _____ Salary / Wage: \$ _____
Address: _____ Benefits? _____
Job Title: _____
Duties: _____
Supervisor: _____ Dates Employed: __/__/__ - __/__/__
Reason for Leaving: _____



Application for Employment

REFERENCES

Please provide (2) two people, not related to you, who you have known for at least 1 year:

Name: _____
Address: _____

Business: _____
Phone Number: (____) ____ - _____

Name: _____
Address: _____

Business: _____
Phone Number: (____) ____ - _____

Additional Information:



Application for Employment

EMPLOYMENT DESIRED

Position Desired: Helper Apprentice Commercial Wireman Journeyman Wireman
Other: _____

Starting Wage Desired: \$ _____ / hour Date you can start: ____ / ____ / ____

Are you currently employed? Yes No

Have you applied for employment here before? Yes No

Have you been employed here before? Yes No If yes, when? ____ / ____ / ____

Reason for Leaving?

Do you know or are you related to anyone who works for this company? Yes No
If yes, who? _____

Did anyone refer you for employment? Yes No

If yes, who? _____



Application for Employment

PLEASE READ BEFORE SIGNING

I certify that all the Information provided by me on my employment application is true, correct, complete, and without material omission. I understand that omissions or misrepresentation of any information provided or requested will be grounds for withdrawal of my application from further consideration for employment, or termination of my employment if the omission or misrepresentation is discovered after hire. I agree that Wolfe & Travis Electric shall not be held liable in any respect if a job offer is not extended or my employment is terminated because of false statements, omissions or answers made by me on this application.

I hereby authorize any person, agency, current employer or its agents, former employer or its agents, school, trade school, college, or university to release any and all information for our records pertaining to or otherwise relating to my employment, application for employment, education, or training in the possession, custody, or control of such person, agency, current or former employer, school, trade school, college, or university. Further, I voluntarily and knowingly release any person, agency, current or former employer, school, trade school, college, or university from any and all claims, damages, or liabilities whatsoever for releasing any or all such information in their possession, custody or control to Wolfe & Travis Electric or its agent or agents.

If I am employed with Wolfe & Travis Electric, I will comply with all rules and regulations as set forth in any communication distributed to employees.

I understand that Wolfe & Travis Electric has a drug and alcohol policy, and that part of the application process may include submitting to a drug test to determine the use of illegal drugs. I understand that positive findings will result in immediate disqualification and the removal of my name for consideration for the position for which I am applying. I hereby agree to submit to such tests and release the results to Wolfe & Travis Electric.

Should I decide to accept employment with Wolfe & Travis Electric, I authorize the Company or any agent of the Company to search any locker assigned to me, my clothing, personal possessions, and my personal vehicle while on Company or client's property, when deemed necessary by Wolfe & Travis Electric for security or safety reasons.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide appropriate documentation that verifies my right to work in the United States upon employment.

I further understand and agree that if I am hired; my employment is for no definite period and may, regardless of the date of payment of wages or salary, be terminated for any reason and at any time without previous notice by the company or me.

I hereby acknowledge that I have read and understand the above statements

Employee Signature: _____ Date: _____

Print Name: _____



Application for Employment

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wolfe & Travis will be based on merit, qualifications, and abilities. Wolfe & Travis does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national, origin, age (over 40), disability, citizenship, veteran status, pregnancy, creed, genetic information, or any other characteristic protected by federal, state, or local law.

Wolfe & Travis will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

We are committed to making sure employees are not discriminated against because of a protected class. However, we need your help. We need you to tell us immediately if you believe you are being discriminated against or believe discrimination is occurring within Wolfe & Travis. Do not wait to complain. We need to address these situations at the earliest time.

The first time you believe improper conduct in violation of the policy has occurred, you should make your concerns known to the Main Office. Supervisors are required to report discrimination to Main Office as a condition of their employment. Any supervisor who becomes aware of possible discrimination should complete a Discrimination/ Harassment Complaint form and provide that to the Main Office.

We trust that all managers, supervisors, and employees will continue to act responsibly to establish a pleasant working environment free of discrimination and harassment.

I certify by my signature that I have read and understand this document, and if I should like, I may have a copy for my records.

Employee Signature: _____ Date: _____

Print Name: _____



Application for Employment

MEDICAL TEST & EXAMINATION AUTHORIZATION

I understand that employment by Wolfe & Travis Electric may be conditioned upon my passing physical tests and examinations, including specimen, reflex, and range analysis, and if employed, upon passing such tests and examinations from time to time as requested by the company in accordance with state and federal laws.

By submitting this application, or submitting to such test, I hereby authorize any doctor, hospital, clinic, or laboratory conducting said test and examinations to release the results and any other information necessary to Wolfe & Travis Electric to determine my ability to perform the job I am being considered for or, if employed, performing.

I understand that if I am required to submit to physical testing and examinations, if I misrepresent any information during the test or exam, including my medical history, I may forfeit my Workers Compensation benefits as allowed by state law.

Employee Signature: _____ Date: _____

Print Name: _____



Application for Employment

APPLICATION DRUG TESTING RELEASE

I hereby consent to submit to urinalysis and/or other tests as shall be determined by Wolfe & Travis in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that

(Name of Physician or Clinic)

may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said test to Wolfe & Travis Electric Company, Inc.

I understand that it is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed at Wolfe & Travis.

I further agree to hold harmless Wolfe & Travis and its agents (including the above names physician or clinic) from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with Wolfe & Travis Electric Company Inc.'s consideration of my employment application.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant Print Name: _____

Applicant Signature: _____ Date: _____



Application for Employment

EMPLOYMENT DISCRPTIONS

(These descriptions are a minimum requested understanding of position or classification, noted abilities or revisions are included)

Helper

No experience required

Helpers support electricians by performing duties. Duties include using, supplying, or holding materials or tools, and cleaning work area and equipment. They also measure, cut, and bend conduit, using measuring instruments and hand tools.

Other tasks include:

- Construct / mount power panels, using power drills, drill presses, taps, saws, and punches.
- Drill holes and pull or push wiring through openings, using hand and power tools.
- Clean work area and wash parts.
- Handle and carry materials and equipment
- Understand job site safety standards and requirements (OSHA Certified requested)

Support for all activities

Additional comments or directions:

EMPLOYMENT LIMITATIONS

Have you been told the essential functions of the Job or have you been shown a copy of the job description listing the essential functions of the job? ___Yes___ No

If yes, can you perform the essential functions of the job with or without reasonable accommodation? ___Yes___ No

Applicant Signature: _____ Date: _____



Application for Employment

EMPLOYMENT DESCRIPTIONS

(These descriptions are a minimum requested understanding of position or classification, noted abilities or revisions are included)

Commercial Electrician

4 Years' experience recommended

Duties include using, supplying, or holding materials or tools, and cleaning work area and equipment. They also measure, cut, and bend conduit (all types), using measuring instruments and hand tools. Pulling branch wire, feeders and installing MC Cable, pull boxes, conduit (all types) and constructing pipe racks.

Other tasks include:

- Construct / mount power panels, using power drills, drill presses, taps, saws, and punches.
- Drill holes and pull or push wiring through openings, using hand and power tools.
- Clean work area and wash parts.
- Handle and carry materials and equipment
- Safely utilize Manlift and Lull equipment
- Terminate wire and install electrical power use devices
- Understand job site safety standards and requirements (OSHA Certified requested)

Support for all activities

Additional comments or directions:

EMPLOYMENT LIMITATIONS

Have you been told the essential functions of the Job or have you been shown a copy of the job description listing the essential functions of the job? ___Yes___ No

If yes, can you perform the essential functions of the job with or without reasonable accommodation? ___Yes___ No

Applicant Signature: _____ Date: _____



Application for Employment

EMPLOYMENT DISCRIPTIONS

(These descriptions are a minimum requested understanding of position or classification, noted abilities or revisions are included)

Journeyman Wireman

5 Years' experience recommended (Completed Apprenticeship Program requested)

Duties include using, supplying, or holding materials or tools, and cleaning work area and equipment. They also measure, cut, and bend conduit (all types), using measuring instruments and hand tools. Pulling branch wire, feeders and installing MC Cable, pull boxes, conduit (all types) and constructing pipe racks.

Other tasks include:

- Construct / mount power panels, using power drills, drill presses, taps, saws, and punches.
- Drill holes and pull or push wiring through openings, using hand and power tools.
- Clean work area and wash parts.
- Handle and carry materials and equipment
- Safely utilize Manlift and Lull equipment
- Terminate wire and install electrical power use devices
- Understand job site safety standards and requirements (OSHA Certified requested)
- Termination of feeders, various electrical/mechanical equipment and installation of switchgear and transformers
- Test circuitry and utilize Voltage/ Wire Tension meter equipment
- Understands and utilizes construction documents
- Manage crew/team of electricians
- Able to utilize construction software, excel programs and general computer use

Support for all activities

Additional comments or directions:

EMPLOYMENT LIMITATIONS

Have you been told the essential functions of the Job or have you been shown a copy of the job description listing the essential functions of the job? ___ Yes ___ No

If yes, can you perform the essential functions of the job with or without reasonable accommodation? ___ Yes ___ No

Applicant Signature: _____ Date: _____



Application for Employment

Job Interview

Applicate completed the forms and are satisfied with their responses? Yes No

Position Applying for? _____

Applicate understands the basic requirements of duties assigned to the position requested? Yes No

Any Leadership roles or management roles performed in previous job positions? Yes No

Roles: _____

Recent Significant Projects worked on over the past 2 years? _____

Any difficult work situations or projects you participated? Work Strength/Weakness/Goals? _____

Special Training or Abilities? _____

Applicant Signature: _____ Date: _____



Application for Employment

Re-Cap Agreement Form

Date: ___/___/___

Applicant Name: _____ E-Mail: _____

Agreed to Base Pay: \$ ____ . ____ / Hour Cell: _____

Date of Hire: ___/___/___ Start Date: ___/___/___

Rehire? ___ Yes ___ No Last Date you worked here? ___/___/___

Benefits:

Single Insurance (Employer funded - After 90 days per Insurance Plan and requirements) DECLINED? ___ Int. ___

Pension Plan Participation (Employee funded - After 1 year of employment, over 19 years of age and Plan Requirements) DECLINED? ___ Int. ___

Other: _____

Completed Items Check List:

Comments:

Agree to Direct Deposit Pay Process?	___ Yes ___ No	_____
Completed Direct Pay Forms?	___ Yes ___ No	_____
Completed W-4 Forms?	___ Yes ___ No	_____
Completed I-9 Forms?	___ Yes ___ No	_____
Provided Driver's License for file?	___ Yes ___ No	_____
Provided Social Security / Birth Certificate	___ Yes ___ No	_____
Completed Insurance Forms?	___ Yes ___ No	_____
Pension Forms?	___ Yes ___ No	_____

Job Assignment: _____ Address: _____

Superintendent: _____ Cell Phone: _____

Applicant Signature: _____ Date: _____

Hiring Agent: _____ Date: _____

Payroll Clerk: _____ Date: _____