

APPLICATION FOR EMPLOYMENT

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Wolfe & Travis Electric Company, Inc. is an equal opportunity employer. Wolfe & Travis 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.

PERSONAL INFORMATION

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

Phone Number: (____) _____

Address: _____
(Street) (City) (State) (Zip)

Date of Birth: ____/____/____

Social Security Number: _____ - _____ - _____

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

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

Have you ever been convicted of a felony or misdemeanor (exclude minor traffic violations)?

____ Yes ____ No If yes, please explain: _____

EMPLOYMENT DESIRED

Position Desired: _____

Starting Wage Desired: _____

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? _____

Do you know or are related to anyone who works for this company? ____ Yes ____ No

If yes, who? _____



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EDUCATION

Name of School	Location	Main Course of Study	Did You Graduate?	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

EMPLOYMENT HISTORY (Most Recent/Current First)

Company: _____ Salary/Wage: _____
 Address: _____ Specific Duties: _____

 Job Title: _____
 Supervisor: _____
 Date Employed: ___/___/___ - ___/___/___ Reason for Leaving: _____

Company: _____ Salary/Wage: _____
 Address: _____ Specific Duties: _____

 Job Title: _____
 Supervisor: _____
 Date Employed: ___/___/___ - ___/___/___ Reason for Leaving: _____

Company: _____ Salary/Wage: _____
 Address: _____ Specific Duties: _____

 Job Title: _____
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REFERENCES: List 2 people not related to you who you have known for at least 1 year

Name: _____ Name: _____

Address: _____ Address: _____

Business: _____ Business: _____

Phone:(_____) _____ Phone:(_____) _____

Years Known: _____ Years Known: _____

EMPLOYMENT LIMITATIONS

Have you been told the essential functions of the Job of 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

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 in not extended is withdrawn 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 approved 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.

Signature: _____ Date: _____



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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 Jason Wolfe or Tracy Potts. Supervisors are required to report discrimination to Jason Wolfe 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 Jason Wolfe.

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: _____



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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: _____



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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: _____ Date: _____

Applicant Signature: _____ Date: _____

