



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? _____

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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 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 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 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: _____



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: _____