

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

For Office Use Only

Hired \_\_\_\_\_  
Starting Date \_\_\_\_\_  
Salary \_\_\_\_\_

Date \_\_\_\_\_

Name(in full) \_\_\_\_\_  
First Middle Last

Address (in full) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell No. \_\_\_\_\_ Sec. Sec. # \_\_\_\_\_

Email Address: \_\_\_\_\_

Position applied for \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_Yes \_\_\_\_No  
If you are not a citizen of this country, what is your status? (Do you have work papers?)  
\_\_\_\_\_

Do you have a valid Georgia Drivers License? \_\_\_\_Yes \_\_\_\_No

**EDUCATION**

Please record your education below

	Name of school/location	Did you graduate?
High School	_____	_____
Bus./Trade	_____	_____
College/Univ.	_____	_____
Graduate/Professional	_____	_____

**PREVIOUS EMPLOYMENT AND REFERENCES**

(Give in chronological order beginning with most recent position)

Present or last employer:

Name of firm: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Nature of employment: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previously employed by:

Name of firm: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Nature of employment: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previously employed by:

Name of firm: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Nature of employment: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Hobbies or Community Service :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize electrical skills including number of people supervised (if any), etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize special skills and qualifications acquired from employment or other experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any physical limitations you have (lifting, climbing, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal references-Please give the names and addresses of two persons to who you are not related.

Name \_\_\_\_\_ Phone# (      ) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone# (      ) \_\_\_\_\_

Address \_\_\_\_\_

Who recommended you to us? (Person/Ad/Agency) \_\_\_\_\_

\_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquires of my personal, employment, financial or medical history and other related matters are may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**SALARY DESIRED:** \_\_\_\_\_