

## Employment Application

It is the policy of this company to provide equal opportunity with regard to all terms and conditions of employment. This company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, military status, age, sex or any other protected classification wherein those classifications do not affect applicant's ability to comply with Provident's Rules and Regulations and the specific position's occupational qualifications. This application, and any other information turned in with it, will be kept confidential and in a locked cabinet. A background check will be performed on all potential employees as part of the hiring process. A Motor Vehicle Record is required from all potential employees.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Permanent     Temporary     Summer

Special training or skills that would benefit you in the job for which you are applying:  
 \_\_\_\_\_

Would you accept full-time work?  Yes  No Part time?  Yes  No

On what date would you be available to start? \_\_\_\_\_

Have you been employed here before?  No  Yes Dates: \_\_\_\_\_

### For Office Use Only

Employee #: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_

Rate: \_\_\_\_\_

Other: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attachments:

- Resume
- Reference Check #1
- Reference Check #2
- Applicant Interview Form

## Educational Background

High School:

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma: \_\_\_\_\_

College:

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Vocational, or other, training:

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma: \_\_\_\_\_

Continuing Education: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Previous Employees

Applicants are required to furnish proof of identity and legal work authorization prior to hire. This application will be active for 60 days; after this time period, applicant must reapply for further consideration. All information will be kept strictly confidential.

Place an  by the employer(s) you do not want us to contact. Start with the most recent employer.

1. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Last wage: \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Last wage: \_\_\_\_\_

3. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Position: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Last wage: \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated. I hereby authorize Provident Electric, Inc, or its agents to make an investigation of my employment and personal history through any investigative or credit agencies of its choice.

I understand that if I am hired at Provident Electric, Inc, I may be privy to sensitive information. Upon hire, I also understand that I may be asked to execute a confidentiality and/or non-compete agreement.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation is at-will and can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms, benefits, and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that neither this application nor a commitment of employment by Provident Electric, Inc, constitutes a contract of employment. If a contract is to exist, that document will be executed in writing by the President of Provident Electric, Inc.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_