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A.J.A. ELECTRIC

Employment Application

APPLICANT INFORMATION

Name _____ Today's Date _____
(Last) (First) (M.I)

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

Home Phone: _____ Cell Phone _____

Email Address: _____

Date Available: _____

Are you a citizen of the United States? YES NO YES NO
 If no, are you authorized to work in the U.S.?

Have you ever worked for this company? YES NO
 If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Start Salary \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? _____

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Home Phone; _____ Cell Phone: _____

Address: _____ City _____ State _____ Zip Code _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____



Drug Testing Policy

A.J.A. ELECTRIC aims to have a safe and drug-free work environment. With this goal in mind, we have a strict no-alcohol and no-drug policy. We will not tolerate any substance use or abuse on our premises. Any employee reporting for work under the influence of alcohol or non-prescribed controlled or illicit drugs will be asked to leave immediately. Under these circumstances, assistance will be provided to ensure that the employee arrives home safely. Any employee under the influence of alcohol or drugs may have his/her employment terminated immediately and/or become subject to an adverse employment action.

TESTING: All employees will be asked to take a drug test if it is believed that the employee is under the influence of any alcohol, non - prescribed control or illicit drugs.

CONFIDENTIALITY of results: All information, interviews, reports, statements, memoranda, or test results received by us through our drug testing program are confidential communications.

A.J.A. REPRESENTATIVE

BY: _____

Title: _____

EMPLOYEE

Name: _____

(Signature)

A.J.A. Electric Employment Policy

A.J.A. Electric's success is largely dependent on the support and contribution of its employees whom we consider to be our most valuable resource. Employment at A.J.A. Electric is based upon personal capabilities and qualifications without discrimination to race, color, religion, sex, age, national origin, disability or any other unalienable rights.

A.J.A. Electric is a family based and operated company and does not work, nor represent any governmental agency or department, neither operates as a collection/withholding agency for any federal or state entity. We will not willfully and knowingly violate the law, by operating without any legal authority, requirement or regulation.

We only employ American citizens and lawful permanent residents. By signing this document you acknowledge that you fall within this criteria. If you choose to be a part of our family, you do so with the understanding that you won't be asked nor require to give a social security number nor any other information regarding withholdings or social benefits.

If at the end of your time with us you wish to volunteer any information to any governmental agency you do so at your own peril.

Employee Name (please print)

Employee Signature

Date