

## **H&H Electric, Inc.**

102 Pegram Lane  
Fredericksburg, Va 22408

Phone (540) 891-0100 Fax (540) 891-0264 Email hhinc@hhelectricinc.com

### **Employment Application**

<b>Date interviewed:</b>	<b>Hire Date:</b>
<b>Hired By:</b>	<b>Rate of Pay:</b>

Position applied for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Have you ever applied to H&H Electric, Inc. before: Yes No

Are you currently employed? Yes No

If no, please provide date released: \_\_\_\_\_

If yes, may we contact your present employer? Yes No

Date you can start work: \_\_\_\_\_

Can you work overtime (which may include weekends)? Yes No

Are you available for: Full-Time Part-Time

Are you on lay off status and subject to recall? Yes No

Do you have a current and valid driver's license? Yes No

Do you have transportation to and from work? Yes No

Can you travel if the job requires it? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain and provide dates: \_\_\_\_\_

Are you physically or otherwise unable to preform the duties of the job in which you have applied? Yes No

If yes, please explain: \_\_\_\_\_

State any additional information or experience you may have: \_\_\_\_\_

Describe any specialized training, apprenticeships, skills, and/or honors required: \_\_\_\_\_

### **Education/Military**

• High School: \_\_\_\_\_ Last grade completed: \_\_\_\_\_ Did you graduate: \_\_\_\_\_

• College: \_\_\_\_\_ Subject or study: \_\_\_\_\_

# of years attended: \_\_\_\_\_ Did you graduate: \_\_\_\_\_ Year: \_\_\_\_\_

• Trade school or vocational school name: \_\_\_\_\_

Subject or study: \_\_\_\_\_ Did you graduate: \_\_\_\_\_ Year: \_\_\_\_\_

• **U.S. Military:** Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Active or Reserve: \_\_\_\_\_

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## **Employment Application**

### **Employment History**

**Start with your present or previous job**

• Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Description: \_\_\_\_\_

Dates Worked: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

• Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Description: \_\_\_\_\_

Dates Worked: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

• Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Description: \_\_\_\_\_

Dates Worked: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### **References**

• Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_

• Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_

### **DRUG FREE WORK PLACE POLICY NOTICE TO JOB APPLICANTS.**

It is our policy that all employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substances including alcohol in the work place as well as remote job sites. Drug and alcohol testing will occur before employment and after every job related accident; Benefits will be denied if tests are positive. Testing shall also occur if there is reasonable suspicion. The following drugs will be tested for under our company policy: alcohol, cocaine, depressants, barbiturates, marijuana (cannabis), narcotics, heroin, and stimulants. Any employee violating this policy will be subject to immediate discharge. Clients and employees who do not understand this policy should contact human resources for clarification immediately. I \_\_\_\_\_, have thoroughly read and understand the drug free work place policy. I understand this as a condition of my employment. I agree to follow, without reservation, the drug free policy.

I also state that everything on this application is true to the best of my knowledge.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_