



APPLICATION FOR EMPLOYMENT
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

**PLEASE PRINT ALL INFORMATION
 REQUESTED EXCEPT SIGNATURE**

PERSONAL INFORMATION

DATE _____

Name _____
(Last, First, Middle) Maiden Nickname

Present address _____
(Street, City, State, Zip)

Home Phone _____ Are you legally authorized to work without any time limit in the US?
 Cell Phone _____ Yes No If no, please explain.

Social Security No. _____

Have you ever been convicted of a crime? No Yes If yes, please explain below (i.e., number of convictions, nature of offense leading to conviction, date of offense was committed, sentence imposed, and type of rehabilitation.

Note: Conviction of a crime is not necessarily an automatic ban to employment. Factors such as nature of offense, time since conviction, and age at time of offense will be considered.)

Do you have a valid driver's license? Yes No DL Number _____ State of issue _____

What is your means of transportation to work? _____

Have you had any accidents during the past three years? Yes No If yes, how many? _____

Have you had any moving violations the past three years? Yes No If yes, how many? _____

Have you ever been in the Armed Forces? Yes No Are you now a member of the National Guard? Yes No

POSITION INFORMATION

Position applying for _____ Date Available _____

Salary desired _____ Available to work overtime? Nights: Yes No
(Be specific) Weekends: Yes No

Employment desired: Full-time Only Part-time Only Full- or Part-time

Can you be away from home? Occasionally Half the time Not at all

Do you intend to have other employment while working here? Yes No

EDUCATIONAL INFORMATION

TYPE OF SCHOOL	NAME & ADDRESS OF SCHOOL	DATES ATTENDED Graduation Date	MAJOR/DEGREE OR TYPE OF COURSEWORK
High School			
College, Business or Trade School			

EMPLOYMENT HISTORY

Please list below your work experience for current and previous employment starting with the most recent job held. Attach additional sheets if necessary. **IMPORTANT:** List every employment whether or not it seems relevant. If lapses occurred between periods of employment, give dates and reason.

May we contact your current employer? Yes No

<u>Employer</u> Name _____ Address _____ Phone Number _____	Your Last Job Title	Employment Dates From _____ To _____	Pay or Salary Start _____ Finish _____
Name of Last Supervisor:			

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

<u>Employer</u> Name _____ Address _____ Phone Number _____	Your Last Job Title	Employment Dates From _____ To _____	Pay or Salary Start _____ Finish _____
Name of Last Supervisor:			

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Name of Last Supervisor:			

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

REFERENCES

Please list a minimum of two references other than relatives or previous employers.

Name _____

Position _____

Company _____

Address _____

Telephone () _____

Name _____

Position _____

Company _____

Address _____

Telephone () _____

Name _____

Position _____

Company _____

Address _____

Telephone () _____

Name _____

Position _____

Company _____

Address _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

APPLICATION FORM WAIVER & INFORMATION RELEASE

PLEASE READ CAREFULLY

In exchange for the consideration of my job application by James River Electric, Inc. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of James River Electric, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and James River Electric, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ **Date** _____

*James River Electric, Inc. is an equal employment opportunity employer.
We adhere to a policy of making employment decisions without regard to race, color, religion, sex,
sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity
for employment with this Company depends solely on your qualifications.*