

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Have you used any names or social security numbers other than the above? If yes, please explain: _____

Position Applied for: _____

How did you hear about this position? _____

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

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: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references who are NOT related to you, who have knowledge of your work performance within the last 5 years:

Full Name: _____ Relationship & years acquainted: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship & years acquainted: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship & years acquainted: _____
Company: _____ Phone: _____
Address: _____

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any language, other than English, that you can speak, read, or write, that could be of benefit to the position applied for:			
	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:	
Identify what skill or certifications you possess related to this position:	
If hired, what value would you bring to our company?	
Describe what you believe are the most unique features of your work history:	

	Check One:	
Have you ever been employed with this company before? If Yes, when?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any friends or relatives employed by this company? If Yes, please provide their names and relationship to you:.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently on "lay off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are under 18 years of age, can you provide proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you provide proof of U.S. citizenship or proof of you legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, are there any accommodations the company would need to provides so that you can perform all those essential functions and duties of the position being applied for? If Yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence " (DUI)"	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, would you be able to travel or work overtime or weekends as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Instructions for Answering Applicant Question about Being Convicted Of a Crime or Other State-Specific Requirements

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Furthermore, please note that no applicant will be denied employment solely on the grounds that they have been charged, committed, or convicted of (or pleaded guilty or no contest in) a criminal offense, or solely on an affirmative answer. The nature, date, surrounding circumstances and relevance of the offense to the position(s) applied for will be considered. A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our company in the following states, please read the instructions which follow below before responding.

Have you ever, under your name or another name, been convicted of (or pleaded no contest to) a felony or misdemeanor? Yes No

Have you ever, under your name or another name, been convicted of a crime, which resulted in your being in prison and/or jail and released from prison and/or jail or paroled? Yes No

If yes to either question above, please fully explain when, where, and of what you were convicted and the result of the case(s). _____

Are you currently under arrest, or released on bond on your own recognizance, pending trial for a criminal offense? Yes No

If yes, state the nature of the crime charges, and when and where the trial is pending. _____

Have you used illegal drugs in the last six months? Yes No

Do you take illegal drugs or medications that have not been prescribed for you? Yes No

If yes, to either of the above questions, when was the last time you used illegal drugs? _____

Have you ever been convicted of driving under the influence (DUI)? Yes No

Do you use alcohol to the extent that it would impair your job performance? Yes No

Are you able to perform the essential function of the job you are applying for (with or without reasonable accommodation)? Yes No (Examples can include: lifting 100lbs or more)

If no, describe the functions that cannot be performed. _____

Employment Application

Please read each statement closely and initial each acknowledging your understanding.

_____ **Equal Employment Opportunity Statement**

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State, and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State, or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

_____ **Discrimination and Sexual Harassment Policy Statement**

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile or offensive work environment.

_____ **Disclosure to Applicants Concerning Drug/Alcohol Testing**

If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of the specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

_____ **Medical History Questionnaire**

I herewith affirm that the employer has an offer of employment to me, conditioned on the satisfactory completion of this questionnaire, and, if necessary, at the sole discretion of the employer, a medical examination.

The purpose of this inquiry is to determine whether I currently have the physical or mental qualifications necessary to perform the job that has been offered; whether and what accommodations may be necessary; and whether I can perform the job without posing a direct threat to the health or safety of myself or others; and for the purpose and reasons as stated in the attached questionnaire.

This information will be kept confidential in a separate medical file, apart from my personnel file. I herewith affirm that the questions found in the attached medical questionnaire have not been asked of me by anyone with the employer until after I have signed a separate document and have been offered a job.

Name: _____

Social Security Number: _____

Signature: _____

Witness: _____ Witness: _____

_____ **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ **At-Will Employment**

I understand and agree that if I am employed, my employment will be "at-will," which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

_____ **Testing Authorization**

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

_____ **Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include interviews with past employers, workers and friends. Said investigation may include credit, driving, criminal background, references and other background checks. As a condition of applying for this job, I authorize reasonable post-hire investigations into my credit, driving and criminal background.

_____ **Company Obligation**

I understand and agree that the Company's acceptance of this job application does not mean that a positions for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the company is under no obligation to hire me as a result of accepting this completed application.

MY ANSWERES HAVE BEEN TRUE AND ACCURATE PURSUANT TO THE PENALTY OF PERJURY UNDER THE LAWS OF THIS STATE. I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature

Date

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Powerserve Technologies, Inc.- Informed Consent, 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.

Application Policies:

1. *We do not hire everyone who applies.*
2. *We may not interview you today. We may or may not call you another day for an interview.*
3. *We do not always make hiring decisions instantly. Depending upon the number of applicants, decisions may take several days.*
4. *Hiring decisions are based on a number of factors. We do not discuss the reasons for our hiring decisions with applicants, regardless of whether or not they are hired.*
5. *We will call you if we have a job for you.*
6. *We are an Equal Opportunity Employer. The race, color, national origin, gender, religion or qualified disability of an applicant does not play a role in hiring decisions.*
7. *I agree to keep the contents of this survey confidential and will not share the survey questions with anyone.*

I have read, understand, and agree to comply with these policies. I affirm that the information I provide about myself on application forms, on surveys, tests, and during interviews is true and correct. I understand that the information I provide will be used in making hiring decisions, I consent to it being used for this purpose, and I hereby waive any claims that I have, or might have, regarding the use of this information for hiring decisions.

Signature: _____ Date: _____

**PRE-EMPLOYMENT INFORMATION DISCLOSURE
NOTICE AND ACKNOWLEDGEMENT**

JOB SITE: _____

EMPLOYER: Powerserve Technologies, Inc.

Full Name: _____ SS#: _____

Any other name(s) used in the past or present: _____

Address: _____

City: _____ State: _____ Zip: _____

Driver's License #: _____ State: _____

(Only for motor vehicle report)

Date of Birth: _____

In applying for employment with ***Powerserve*** ("Company"), I hereby authorize the Company, or any designated agent(s) working on the Company's behalf, including but not limited to reporting agencies or professional investors to obtain and review those reports checked off below as well as following up on information presented in the reports. The Company, or its agents may also request these reports and information during the course of any employment as a condition of continued employment. My consent extends to any possible investigations performed during the course of the employment, including those, related to complaints of discrimination, harassment, theft or other conduct.

It is my understanding the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation, and that, before any adverse action is taken, based on upon review of such consumer credit report, I will be provided with a copy of said report as well as a summary of consumer's rights.

I understand the nature and scope of said inquiries may include, but are not limited to, verification, inspection and/or reporting of any lawfully available records or information pertaining to work history; social security number, education, workers' compensation claims, criminal and civil court related actions; driving history (including traffic related offenses); personal financial status (including consumer credit reports); and any other information available from any public or otherwise documented record. It may also include inquiries regarding any past or present business, professional or personal activities.

I hereby state that to the best of my knowledge all information I have provided to the Company, and any reporting agency, in any form, is true and accurate. I understand that any misrepresentation made to the Company or reporting agency by me will exclude me from further consideration as a candidate for employment or advancement, and may result in termination of my employment with the Company if I am hired or advanced by the Company before such misrepresentation is discovered. I fully understand this authorization, waiver and release of liability is not an offer or a contract for employment by the Company. It is also understood that the Company operates under an "at-will" employment policy and that this authorization and release does not alter or affect this policy in any manner.

Authorization to Obtain Criminal Information

_____ Initials

I hereby authorize the Company, reporting agency or investigator to request, obtain and examine any and all records that may relate to my arrest, conviction and/or imprisonment at any time prior to this date, to the extent permitted by law.

Authorization to Obtain Credit Report

_____ Initials

I hereby authorize the Company, reporting agency or investigator to make inquiry into, investigate, and examine any and all records that may relate to my current or past credit worthiness; such information to include (but not be limited to) a retail credit report provided by any of the commercial retail credit reporting companies.

Authorization to Obtain Background Report

_____ Initials

I hereby authorize the Company, reporting agency or investigator to request an employment background report.

Authorization to Obtain Educational Background

_____ Initials

I hereby authorize the Company or reporting agency to request and educational background report.

Authorization to Obtain Motor Vehicle Records

_____ Initials

I hereby authorize the Company, reporting agency or investigator to acquire and examine a copy of my current Motor Vehicle Record.

Authorization to Obtain Past Workers Compensation History and Medical Information

_____ Initials

I hereby authorize the Company, reporting agency, investigator or physician to acquire and examine, after a condition job offer, information about past worker’s compensation claims and medical history.

Authorization to Conduct Post-Hire Investigation

_____ Initials

I hereby authorize the Company, reporting agency or investigator to obtain reports or conduct investigations as a condition of continued employment.

For information on your rights under the Fair Credit Reporting Act, please go to www.ftc.gov.

***Note: A copy of this form shall be valid as the original.**