

# Application for Employment

**K & B ELECTRIC LLC**  
 PRE-EMPLOYMENT QUESTIONNAIRE  
 EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

NAME (LAST Name, FIRST Name, M.I.)		SOCIAL SECURITY NO.	
ARE YOU CURRENTLY 18 YEARS OLD, OR OLDER? (Circle) YES OR NO	PHONE NO.	REFERRED BY	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	WAGE/SALARY DESIRED
ARE YOU EMPLOYED? YES OR NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES OR NO	IF YES, SUPERVISOR'S NAME?
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES OR NO	HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? YES OR NO	IF YES, WHEN?

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY, SPECIAL TRAINING and SPECIAL SKILLS	
YOUR NATIVE LANGUAGE?	WHAT OTHER LANGUAGES?: SPEAK / WRITE _____ VERY LITTLE BASIC INTERMEDIATE ADVANCED
VALID DRIVER'S LICENSE? YES OR NO	ACCESS TO CAR? YES OR NO
MILITARY SERVICE? YES OR NO	HIGHEST RANK? HONORABLE DISCHARGE? YES OR NO
HAVE YOU EVER BEEN ARRESTED? YES OR NO IF YES, ARE YOU CURRENTLY ON PROBATION? YES OR NO	
BRIEF EXPLANATION:	

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	HOURLY PAY RATE	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				
FROM: TO:				
FROM: TO:				

CONTINUED ON PAGE 2

# Application for Employment Pg. 2

**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS KNOWN

## AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities act (ADA) and other relevant federal and state laws."

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

NOTE TO APPLICANT: Scan your completed application for employment and email it to [admin@kbelectriccompany.com](mailto:admin@kbelectriccompany.com), as an attached document. Thank you.

-----DO NOT WRITE BELOW THIS LINE -----

**1<sup>ST</sup> INTERVIEW BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**2<sup>ND</sup> INTERVIEW BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## REMARKS:


NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
CONSIDER HIRING? YES / NO / MAYBE	FOR DEPT.	POSITION	WILL REPORT TO	SALARY / WAGE

**APPROVED:** 1. \_\_\_\_\_ (Signature)      2. \_\_\_\_\_ (Signature)      3. \_\_\_\_\_ (Signature)