



Equal Opportunity  
Employer  
  
M/F/D/V

## Application for Employment

Bates Electric is interested in your qualifications and experience. Please help us evaluate you by filling out this form completely and accurately in ink as the information and your signature are required in order for us to process your Application for Employment. We consider applicants for all positions without regard to race, sex, age, religion, national origin, marital status, disabled or Vietnam-era veteran status. If you have a disability which may require an accommodation for you to participate in our application process, please make us aware of any accommodation proper to attempting to complete the process. This application will be treated as a confidential record. If employed, this Application for Employment becomes part of your permanent record. I understand this application is not an obligation to provide employment.

### General Information

Position Applying For: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_  
 Full-Time/Part-Time: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Total Hours Desired Per Week: \_\_\_\_\_ Date Available: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_  
Last First M.I.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Area code)

Previous Address If At Current Address Less Than Two Years:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Education Information

Scholastic Record To Date (Estimate If Not Known)

High School	Undergraduate		Graduate
Name _____	University _____	University _____	University _____
City and State _____	City and State _____	City and State _____	City and State _____
I stood number _____ scholastically in a class of _____.	From _____ To _____	From _____ To _____	From _____ To _____
	Degree _____ Mo. & Year of Grad. _____	Degree _____ Mo. & Year of Grad. _____	Degree _____ Mo. & Year of Grad. _____
	Concentration of Major _____	Concentration of Major _____	Concentration of Major _____
	Grade Point Averages Overall _____ Major _____	Grade Point Averages Overall _____ Major _____	Grade Point Averages Overall _____ Major _____
	Grade Point Equivalent of an 'A' _____	Grade Point Equivalent of an 'A' _____	Grade Point Equivalent of an 'A' _____

Total hours of electrical coursework completed \_\_\_\_\_  
 Have you passed the journeyman examination? Yes  No  If yes, in which state? \_\_\_\_\_

Scholarships/Honors: \_\_\_\_\_

Participation in School Activities (e.g. Class Organizations, Athletics, Publications)

College: \_\_\_\_\_

High School: \_\_\_\_\_

Comments: \_\_\_\_\_

## Employment Data

Information Must Be Completed – Even If A Resume is Included or Attached

List all employment since leaving high school, starting with your most recent position. Also, include any volunteer work which relates to the job for which you are applying. If you were unemployed for any period, state the nature of your activities excluding any further education activities. Please complete this section thoroughly.

Employer Name or Name of Company & Address	Dates of Employment	Position(s) and Duties	Supervisor's Name and Title	Base Salary	Reason for Leaving
1.	From:  _____			Starting:  _____	
	To:			End	
2.	From:  _____			Starting:  _____	
	To:			End	
3.	From:  _____			Starting:  _____	
	To:			End	
4.	From:  _____			Starting:  _____	
	To:			End	
5.	From:  _____			Starting:  _____	
	To:			End	

## Employment Data (Continued)

Have you ever had bills go in arrears for 60 days or more?  No  Yes - Explain: \_\_\_\_\_

Within the past 7 years, have you ever been convicted or plead guilty to a crime other than a traffic violation?  
(A Conviction will not necessarily disqualify an applicant from employment.)

No  Yes Explain: \_\_\_\_\_

Have you ever been fired or asked to resign from a position?  No  Yes - Explain: \_\_\_\_\_

May we contact your current employer?  No  Yes

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  
(Proof of work status will be required upon employment.)

No  Yes

## General Information

How did you happen to contact us?  Campus  Employee Referral \_\_\_\_\_  Job Fair  Advertising \_\_\_\_\_

Government Agency  Business/Technical School  Walk-In  Unsolicited  Employment Agency  Other \_\_\_\_\_

How long have you lived in the St. Louis Area? \_\_\_\_\_ Years \_\_\_\_\_ Months

Have you ever applied/interviewed at Bates Electric before?  No  Yes - Specify Date: \_\_\_\_\_

Name any relatives currently working for Bates Electric: \_\_\_\_\_

Name any friends currently working for Bates Electric: \_\_\_\_\_

## General Skills

Please identify areas of proficiency as applicable

### Overview of Specific Skills

Field Technician				Office/Administration			
Type	Years of Experience	Date Last Used	Level of Proficiency	Type	Years of Experience	Date Last Used	Level of Proficiency
<input type="checkbox"/> Residential				<input type="checkbox"/> Ten-Key			
<input type="checkbox"/> Commercial				<input type="checkbox"/> Accounting			
<input type="checkbox"/> Industrial				<input type="checkbox"/> Typing/ Data Entry			
<input type="checkbox"/> Low Voltage				<input type="checkbox"/> Word Processing			
<input type="checkbox"/> Other _____				<input type="checkbox"/> Other _____			
Machine Operations				Software Packages			
<input type="checkbox"/> CDL License	<input type="checkbox"/> Forklift Certification			<input type="checkbox"/> Power Point	<input type="checkbox"/> Network Applications: _____		
<input type="checkbox"/> Adding Machine	<input type="checkbox"/> Facsimile			<input type="checkbox"/> Word	_____		
<input type="checkbox"/> Dictaphone	<input type="checkbox"/> Personal Computer Type _____			<input type="checkbox"/> Excel	<input type="checkbox"/> Research: _____		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Multi-line Phone System			<input type="checkbox"/> Peachtree	_____		
<input type="checkbox"/> Word Processor	<input type="checkbox"/> Other _____			<input type="checkbox"/> Publisher	<input type="checkbox"/> Adobe Acrobat		
				<input type="checkbox"/> Outlook	<input type="checkbox"/> Other - Specify _____		
				<input type="checkbox"/> Internet	_____		

1. I declare this completed application for employment to be a complete and truthful statement of all facts requested and understand that any misstatement, omission of fact, or misleading information on this application or in my interview may result in a refusal to hire, or if employed, may subject me to discharge at any time after its discovery. In addition, in consideration of my employment, I agree to conform and adhere to the rules, regulations, policies, and practices of Bates Electric.

2. I authorize Bates Electric and its designated representatives to investigate my background and all representations made by me during my application. I agree to have references and credit investigations with the knowledge that this is to become part of my employee record. I understand that Bates Electric may request a review of police and/or FBI records concerning me. I hereby authorize my former employers and references named to furnish any information concerning me and release and hold harmless such former employers from any and all liabilities or damages of any nature because of furnishing such information. I agree to disclose, prior to my employment with Bates Electric, any current secondary employment and/or 'side jobs' and understand I must request approval to maintain any secondary employment and/or 'side jobs in accordance with the Employment Policy of Bates Electric. I release Bates Electric from any and all liability for investigating my background, obtaining information regarding my application and utilizing the information in consideration of my Application for Employment.

3. I authorize the release of my educational transcripts to Bates Electric for purposed of employment review.

4. I understand that if I am offered employment by Bates Electric, my employment will be "at-will" meaning that at all times I remain free to terminate my employment with or without cause and with or without notice, although Bates Electric requests two weeks advance notice likewise, Bates Electric will be free to terminate my employment at any time with or without cause and with or without advance notice and without liability for wages or salary except such earned at the date of such termination. I also understand that "at-will" status cannot be altered except by an individual employment agreement signed by the CEO and President of Bates Electric.

5. I agree that if upon termination of my employment I have loans and/or other obligations to Bates Electric or any of its affiliates, that my salary, vacation pay or other payments due to me (e.g. payments due from Bates Electric sponsored employee insurance programs) may be used to repay those obligations, to the maximum extent permitted by law.

6. I understand that I have an obligation to inform the Human Resources Department of Bates Electric of any changes such as phone number, address, marital status, etc. I understand I am responsible for submitting revisions to this application as needed in order to maintain the completeness and accuracy of the information.

7. I understand that I may be asked to take a polygraph test and/or have additional credit investigations run during my employment with Bates Electric.

8. I understand that if I receive an offer of employment I may be asked to undergo a pre-employment physical exam and drug/alcohol screen prior to my employment with Bates Electric in accordance with Bates Electric's hiring and drug/alcohol testing policies. I understand Bates Electric's drug/alcohol policy is inclusive of a random drug/alcohol testing program and during the course of my employment I may be called upon to participate in a random drug/alcohol screen. In addition, I may be asked to take a complete physical examination and/or drug/alcohol screen during my employment at the option of Bates Electric, at no personal expense. I also agree that the examining physician and/or facility may disclose as permitted by applicable law to Bates Electric or its designated representatives the results of such examination and/or screening. I understand that my continued employment may be conditioned on the findings of this examination and/or screening, if requested. Also, I understand that it is the policy of Bates Electric to immediately dismiss anyone found to be using, possessing or under the influence of controlled substances, or illegal drugs in the workplace. I understand that if considered for employment I will not be hired until I have successfully passed a pre-employment physical and drug/alcohol screen. I understand my continued employment may be conditioned on the results of the random drug/alcohol testing program.

9. I understand my application will be maintained in an applicant pool at Bates Electric for a period of 90 days. After 90 days, my application will be considered "in-active" and will no longer be considered or evaluated for potential job openings.

10. I understand that I must disclose all contracts/agreements made between myself and Bates Electric or its designates at this time. Such contacts/agreements must be in writing and in accordance with Bates Electric policy and signed by the CEO and President of Bates Electric to be valid failure to disclose this information at this time will render the agreement invalid. (Please attach such contracts/agreements if applicable.)

Signature of Applicant\* \_\_\_\_\_

Date \_\_\_\_\_

\*Are there any other names that your credit, education transcripts, or employment records would be listed under?

No  Yes If yes, please list: \_\_\_\_\_

### For Office Use Only

Employment Date: \_\_\_\_\_ Division/Department: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Advisor: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Status:  Full  Call  Plus  Intern  Part-time  
Classification:  Exempt (Salaried)  Non-Exempt/Grade (Hourly)  
Active Status:  Regular  Temporary

Items Necessary for New Hire Processing:  Completed Employment Application  
 Three Interview Report Forms

Performance Review Date: \_\_\_\_\_ Annual Performance/Salary Review Date: \_\_\_\_\_

Base Salary: \_\_\_\_\_  Annually  Hourly

Special Compensation Arrangements Pre-approved by Human Resources Department Only: \_\_\_\_\_