

**Application for Employment**

**ATCHISON ELECTRIC**  
**434 Water Street**  
**Rockwood PA 15557**

**PLEASE PRINT**

Equal access to programs, service, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone # (\_\_\_\_) \_\_\_\_\_ Mobile/Beeper/Other Phone #(\_\_\_\_) \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If necessary, best time to call you at home is  AM/  PM May we contact you at work?  Yes  No

If yes, number to call (\_\_\_\_) \_\_\_\_\_

Have you submitted an application here before?  Yes  No

If yes, give date(s) \_\_\_\_\_

Have you ever been employed here before?  Yes  No

If yes, give dates \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Are you able to meet the attendance requirements of the position?  Yes  No

Will you work overtime if required?  Yes  No

If no, please explain \_\_\_\_\_

Have you ever been bonded?  Yes  No

Have you ever been convicted of a crime?  Yes  No

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

*CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.*

Driver's license number \_\_\_\_\_ State \_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

<b>EMPLOYER</b>	<b>TELEPHONE</b>	<b>DATES EMPLOYED</b>	
SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITY	(____)	FROM	TO
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE			
<input type="checkbox"/> Yes <input type="checkbox"/> No			



**REFERENCES**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors.

NAME	TELEPHONE NUMBER	YEARS KNOWN
_____	( )	_____
_____	( )	_____
_____	( )	_____

List any additional information you would like us to consider.

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I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, by giving a two-week written notice. The employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice, except as may be required by law.

I also understand if I am hired, I will be required to provide proof of identity and legal work authorization.

**Applicant**  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_