



# Patco Electrical Services, Inc.

*It's The Quality That Counts*

## Employment Application

Location: \_\_\_\_\_

*It is the policy of Patco Electrical Services, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.*

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

First M.I. Last

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

Street Address

Apartment/Unit #

City

State

ZIP Code

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Do you possess an electrical license? YES ☐ NO ☐ Type: \_\_\_\_\_ State Issued: \_\_\_\_\_

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Who referred you to our company? \_\_\_\_\_

Are you at least 18 years old? YES ☐ NO ☐

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

Are you able to perform the essential functions of the job position without reasonable accommodations? YES ☐ NO ☐

If no, what reasonable accommodations would you require? \_\_\_\_\_

How will you get to work each day? \_\_\_\_\_

Do you possess valid driver's license? YES ☐ NO ☐ Type: \_\_\_\_\_ State Issued: \_\_\_\_\_

Have you ever been convicted of any crime, including traffic violations? YES ☐ NO ☐

If yes, explain:

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

## 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: \_\_\_\_\_  
☐ ☐

**Awards, Honors and/or Special Achievements:**

**List below any skills** that may be useful for the job you are seeking. Enter the number of years of experience, and indicate the number which corresponds to your ability for each particular skill.

Ability or Rating Scale:  
1- Poor   2   3   4   5- Exceptional

<i>Skill</i>	<i>Years Experience</i>	<i>Ability or Rating</i>
<i>Skill</i>	<i>Years Experience</i>	<i>Ability or Rating</i>
<i>Skill</i>	<i>Years Experience</i>	<i>Ability or Rating</i>
<i>Skill</i>	<i>Years Experience</i>	<i>Ability or Rating</i>

**Please provide any other information that you believe should be considered:**

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## References

*Please list any two people who would be willing to provide a reference for you.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Certification

I certify the information provided on this application is truthful and accurate to the best of my knowledge. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination.

I authorize *Patco Electrical Services, Inc.* to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I also authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its President/CEO, the employment relationship will be entirely voluntary in nature. In other words, with appropriate notice, I will have the full and complete discretion to end the employment relationship which I choose and for reasons of my choice. Similarly, my employer would have the same right. Moreover, no agent, representative, or employee of *Patco Electrical Services, Inc.*, except in a specific written contract of employment signed on behalf of the organization by its President/CEO, has the power to alter or vary the voluntary nature of the employment relationship.

**I HAVE CAREFULLY READ THE ABOVE CERTIFICATION. I UNDERSTAND AND AGREE TO ITS TERMS.**

***NOTICE: BY SIGNING BELOW, YOU ARE CERTIFYING THE INFORMATION YOU PROVIDED AND THE ABOVE STATEMENT.***

YES NO

HAVE YOU READ AND UNDERSTAND THE ABOVE STATEMENT?

☐☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Important Notice: How to Submit This Form**

To use the "Submit to Patco HR" button, you must download and open this form using Adobe Acrobat Reader. Other PDF viewers (including browser-based viewers) may not support this functionality.

If you do not have Adobe Acrobat Reader:

- Fill out the form.
- Download and save the completed form to your device.
- Email the saved form to [hr@patcoelectrical.com](mailto:hr@patcoelectrical.com).