

Application for Employment – Shea Electric

Shea Electric and Communication, LLC is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. ***Please fill out the below information to the best of your ability***

Applicant name: _____ Date: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Position or type of position being applied for: _____

Address: _____

Telephone #: _____ Social Security #: _____

Driver licenses number: _____

Date you will be available to start work: _____

- Your Availability For Work -							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Are you able to meet all regular attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Have you ever been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

How were you referred to us? _____

Employment History

Please provide all employment information for your **past four employers** starting with your most recent position. If some of this information has already been provided as part of your resume, then please write the words "See Resume" in the appropriate sections.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

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Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications that make you a perfect candidate for the specific position you are applying for:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____
College: _____
Technical Training: _____
Additional: _____

Non-Employer and Non-Family References

Please provide contact information for three non-employer, non-family references, including the names of the references, their telephone number, the years they have known you, and the nature of your relationship you have had with the reference:

Name of Reference #1: _____
Telephone #: _____
Address (if known): _____
Immediate supervisor and title: _____
Years Reference has known you: _____
Relationship / how the reference knows you: _____

Name of Reference #2: _____
Telephone #: _____
Address (if known): _____
Immediate supervisor and title: _____
Years Reference has known you: _____
Relationship / how the reference knows you: _____

Name of Reference #3: _____
Telephone #: _____
Address (if known): _____
Immediate supervisor and title: _____
Years Reference has known you: _____
Relationship / how the reference knows you: _____

Certification of Truthfulness and Authorization for Use of Information in This Employment Application

1. **Authorization to Contact References:** I hereby authorize Shea Electric & Communication, LLC (the "Potential Employer"), its agents, and representatives, and assigns, to contact, obtain, and verify the accuracy of information contained in this application from any and all persons, educational institutions, past employers, and organizations to provide information concerning my previous employment and any other relevant information that may be useful in making the hiring decision. I hereby release from liability the Potential Employer and its representatives for seeking, gathering, and using such information to make employment decisions and all persons and organizations providing such requested information.
2. **Authorization to Run Criminal Background Check and Obtain Motor Vehicle Record:** I hereby grant the Potential Employer permission to run a criminal background check on me to verify that all information I have provided to the Potential Employer is true and correct, as well as grant the Potential Employer permission to obtain a copy of all of my Motor Vehicle Records and History so that the Potential Employer can confirm that I have a valid driver's license and a safe driving and vehicle operating record as I will be required to drive vehicles as part of my potential job.
3. **Verification and Proof of Legal Employment:** I also understand that if I am employed by the Potential Employer, I will be required to provide satisfactory proof of my identity and satisfactory proof that I may legally work at the Potential Employer / have legal work authorization in the United States and the State of Wisconsin one the first day of being hired. Failure to submit and provide such proof on the first day of employment shall result in dismissal of the employee and immediate termination of the employment of the applicant.
4. **Truthfulness and Completeness of All Application Information:** I understand that any misrepresentation or material omission of fact made by me on this application will be cause for cancellation of this application or immediate termination of employment if I am employed, whenever that untruthfulness will be discovered.
5. **Employment At-Will If Hired:** I understand and acknowledge that if I am employed, and if no other written agreement is reached between the applicant and the Potential Employer, there will be no specified length of employment for the applicant and the submission of this application does not constitute in any way an agreement or contract for employment. Accordingly, I understand that if I am hired, the Potential Employer or myself can terminate any employment relationship at will, with or without cause, at any time, in accordance with state and federal law.

By signing below, I represent and acknowledge that (1) I have read all of the above and forgoing, (2) understand its terms and conditions, and (3) that by submitting this application I seek employment from the Potential Employer under these conditions.

Applicant signature: _____ Date: _____