

AL SUTTON ELECTRIC, INC.

PO Box 3538
Rapid City, SD 57709

Office (605) 341-5300
Fax (605) 342-1686

APPLICATION FOR EMPLOYMENT

Today's Date _____

Name _____

Address _____ City, State _____

Telephone (____) _____ Social Security # _____

DATE AVAILABLE FOR EMPLOYMENT _____

TYPE OF WORK DESIRED _____

Have you ever applied for employment with this company? ☐ yes ☐ No

Have you ever been employed by this company? ☐ yes ☐ No

Are you employed now? ☐ yes ☐ No

May we contact your present employer? ☐ yes ☐ No

If yes, give name: _____

Are you prevented from lawfully becoming employed in this country because of
visa or immigration status? ☐ yes ☐ No

Are you at least 18 years of age? ☐ yes ☐ No

If applying for a position where driving is required, do you have a valid driver's
license in this state? ☐ yes ☐ No

License # _____

Have you had any moving violations in the last 3 years? ☐ yes ☐ No
Please list violations: _____

Can you perform the essential functions of the job(s)
For which you are applying? ☐ yes ☐ No

Are you available to work ☐ FULL-TIME ☐ PART-TIME ☐ OVER-TIME

Have you been convicted of a felony? ☐ yes ☐ No

(please note that a "yes" answer will not bar you from consideration for employment.)

If yes, please explain: _____

Have you used any names other than given above? If so, please list:

This company is an equal employment opportunity employer. All applicants will be considered with out regard to age, race, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential function of the job.

Education

School Name & Address

High School _____ Graduate ☐ yes ☐ no

Years Completed _____

College _____ Graduate ☐ yes ☐ no

Years Completed _____

Trade School _____ Graduate ☐ yes ☐ no

Years Completed _____

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Please list electrical license(s) and numbers on license, and states held;
summarize special skills and qualifications, volunteer activities, military
experience, employment or other activities related to the job you are seeking:

REFERENCES:

List three (3) non-relatives who are familiar with your qualifications, work history, and ability.

Name	Occupation/Relationship	Years Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE:

Please list your last three places of work starting with your most recent.

Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

Telephone Number _____ Employed from _____ (mo./yr.) to _____ (mo./yr.)

Your Salary: Starting _____ / Ending _____ Duties: _____

What did you like most about your job?

What did you like least about your job?

Reason for Leaving:

Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

Telephone Number _____ Employed from _____ (mo. /yr.) to _____ (mo./yr.)

Your Salary: Starting _____ / Ending _____ Duties: _____

What did you like most about your job?

What did you like least about your Job?

Reason for Leaving:

Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

Telephone Number _____ Employed from _____(mo./yr.) to _____(mo./yr.)

Your salary: Starting _____/Ending _____ Duties: _____

What did you like most about your job?

Reason for Leaving:

Do you have a fear of heights, or closed in places? ☐ Yes ☐no

Where did you see/hear about us?

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. By signing below, I authorize AI Sutton Electric to investigate all statements contained in this employment application, as they may deem necessary in arriving at an employment decisions. I understand that any false information provided by me will likely result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

If hired I will be responsible for familiarizing myself with all rules and regulations of AI Sutton Electric as they presently exist or are later modified. If hired, I understand my employment can be terminated, at the discretion of AI Sutton Electric or at my option, without notice, at any time and for any reason.

I also understand that no representative of AI Sutton Electric has any authority to enter into any employment agreement for any specified period, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically started in a current written agreement signed by the president of AI Sutton Electric.

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

I have read, understand, and agree with the above.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.