



TOTAL ELECTRIC OF OK, INC.

35000 ECR 1600 Pauls Valley, OK 73075

APPLICATION FOR EMPLOYMENT

Prospective employee will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status

Last Name	First Name	Middle Name
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Date of Birth
Social Security Number
Position Desired

Present Address	Home Phone
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City, State, Zip	Business/Cell Phone
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Have you ever been convicted of any crime? Yes ___ No ___
Reason _____
Have you ever applied for employment at our Company? Yes ___ No ___ If yes:
Month/Year _____
Are you willing to take a drug test? Yes ___ No ___
Do you have a valid drivers' license? Yes ___ No ___
If yes, License # _____ State _____

EDUCATION	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	GRADUATE YES OR NO	DEGREE OR DIPLOMA
COLLEGE					
HIGH SCHOOL					
ELEMENTARY					
OTHER					

In case of Emergency, person to notify:
NAME:
ADDRESS:
TELEPHONE:

List memberships, posts, positions and awards in professional or civic organizations
(exclude those which may disclose your race, color, religion or national origin)



TOTAL ELECTRIC OF OK, INC.

Referred By (Who referred you to our company?):

EMPLOYMENT

Give a complete full-time and part-time employment record. Start with your most recent employer.

Company name Telephone

Address Employed
From
To

Job Title Name of Supervisor Weekly Earnings

Why did you leave?
Can we contact this employer Yes _____ No _____ If no state reason:

PREVIOUS EMPLOYER

Company name Telephone

Address Employed
From
To

Job Title Name of Supervisor Weekly Earnings

Why did you leave?
Can we contact this employer Yes _____ No _____ If no state reason:

TOTAL ELECTRIC OF OK, INC.

PREVIOUS EMPLOYER

Company name	Telephone
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Address	Employed From To
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Job Title	Name of Supervisor	Weekly Earnings
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Why did you leave?

Can we contact this employer Yes _____ No _____ If no state reason:

PREVIOUS EMPLOYER

Company name	Telephone
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Address	Employed From To
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Job Title	Name of Supervisor	Weekly Earnings
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Why did you leave?

Can we contact this employer Yes _____ No _____ If no state reason:

REFERENCES:

Name	Relationship	Telephone No.	Years known
1.			
2.			
3.			



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PHYSICAL RECORD:

Do you have any limitation, which may require an accommodation in order for you to perform the position for which you are applying? Yes ____ No ____ If yes explain:

The information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the Company to continue to employ me in the future. I also understand that no representative of *Total Electric* has any authority to enter into any employment agreement, or to assure me of any position or benefits, except as specifically stated in a written agreement signed by the President. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you. If hired I will be responsible for familiarizing myself with all rules and regulations of *Total Electric* as the presently exist or are later modified. I understand my employment can be terminated at the discretion of *Total Electric*, or at my option without notice

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.

Date

Signature

Internal Use Only

Manager Review

Date

Interview Date