



EMPLOYMENT APPLICATION

Southwest Industrial Electric
4557 York Blvd.
Los Angeles, CA 90041

AN EQUAL OPPORTUNITY EMPLOYER

**Please print your responses. The employer is sometimes referred to below as “Company.”
Please read the attached job description for the position being applied for.**

IDENTIFICATION:

Date: _____

Name [last name first]: _____
[last] [first] [middle]

Current address: _____
[number and street] [city] [state] [zip code]

Permanent address
(if different from above): _____
[number and street] [city] [state] [zip code]

Home Phone No.: _____ Mobile Phone No.: _____

Referred by: _____

EMPLOYMENT APPLIED FOR:

Position: _____

Are you applying for:

Salary Desired: _____

Full Time Temporary (includes holiday or summers)

Part Time

Days and hours you are able to work: _____

Date you are able to start if hired: _____

Are you currently employed? Yes
 No

If so, may we request information from your present employer? Yes
 No

Are you able to work weekends? Yes No

Will you be available to work overtime if needed? Yes No

Have you ever applied for work with this Company before? No Yes If yes, when? _____

PERSONAL INFORMATION:

EDUCATION:	Name and Location of Institution	No. of Years Attended	Did you Graduate?	Name of Degree or Diploma?	Subjects Studied
Trade, Vocational Business or Correspondence School			Yes ____ No ____		
College or University			Yes ____ No ____		
High School			Yes ____ No ____		

GENERAL:

Do you possess any other background, training, skills or knowledge that qualifies you for the position applied for?

If yes, please specify:

Are you 18 years of age or older? Yes

No (Persons under 18 must verify they are of minimum legal age to be hired and have an applicable work permit(s))

Do you have the legal right to be employed in the U.S.? Yes No

(Note that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire)

If you are applying for a professional position, please provide applicable information:

Type of license or certificate: _____ Number: _____
State where issued: _____ Date: _____

Has the license or certificate been suspended or revoked at any time? Yes No

If yes, please explain why, including dates of suspension/revocation and of reinstatement:

I have read and I understand the attached job description for the position being applied for: Yes No

I am able, with or without reasonable accommodations, to perform the essential aspects of the position I am applying for:

Yes No

If not, please state the job functions that cannot be carried out:

(NOTE: This Company complies with the federal Americans with Disabilities Act and California’s Fair Employment and Housing Act and will thus strive to implement measures needed to reasonably accommodate qualified applicants and employees to handle essential functions of a job. Hiring may be conditioned on passing a medical examination and/or tests of dexterity and skill.)

HISTORY OF EMPLOYMENT:

[List below last four employers, starting with last one first]

Date [Mo. and Year]	Name, Address and Telephone No. of Employer	Industry	Position(s)	Reason for Departure
From:	Supervisor: May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
To:				
From:	Supervisor: May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
To:				
From:	Supervisor: May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
To:				
From:				

Date [Mo. and Year]	Name, Address and Telephone No. of Employer	Industry	Position(s)	Reason for Departure
To:	Supervisor: May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please explain any gap in the employment history above. Please note, unemployment status will not affect applicant's employment eligibility: _____

REFERENCES:

Please supply three people who are not family members who can provide first-hand information of your work skills and performance within the past four years.

Name	Address and Telephone No.	Business	Occupation	No. of Years Known

Please fully read and understand the text below, initial separately at each paragraph, and date and sign at the bottom:

_____ 1. I have completed this application for employment as well as any and all other related or supplemental documents personally and all the answers supplied in this application and the other documents are complete and accurate. I have not intentionally omitted or failed to disclose any data that may reduce my prospects for employment with this Company. I understand that any falsification or omission of, or failure to disclose, such relevant information shall be grounds for the Company, on discovery of the problem, to reject the application or, if I am employed, to immediately terminate employment.

_____ 2. I authorize the Company to research and investigate, through the references I have supplied and through any other lawful means, my employment history, education, skills and any other matter related to my qualifications for the position applied for in accordance with applicable law. I similarly authorize the references I have supplied to disclose to the Company -- and, unless otherwise required by law, without any notice to me of such disclosure -- any and all reports,

transcripts, letters and other records and documents related to my past work, education and any other matter related to my qualifications for employment in accordance with applicable law. I hereby release the Company, all my past employers, all my past educational institutions and all other individuals, corporations, partnerships and organizations from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such research, investigation and/or disclosure.

_____3. Having read and understood the attached job description, I acknowledge and agree that in order to enable the Company to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, the Company may engage in a testing and interview process. The tests may include but not be limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company's standards for performance, interpersonal relations and competence on the job. To the full extent permitted by law, I hereby release the Company and any and all Company employees, representatives, associated testing services and any and all other individuals, corporations, partnerships and organizations from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such testing and interview processes, including but not limited to claims based on any state or federal rights of privacy.

_____4. I acknowledge and agree any claim or dispute that arises from my submission of this application that cannot be resolved by initial direct communications between the Company and me shall be resolved by binding arbitration pursuant to the provisions of California Code of Civil Procedure (CCP), Title 9 beginning with section 1280. CCP section 1283.05 (manner of taking depositions) shall not apply to any claim not covered by CCP section 1283.1(a) (relating to injuries). Private alternative dispute resolution provider American Arbitration Association (AAA) shall arbitrate such dispute unless another third party arbitrator is agreed upon in writing by both parties. The arbitration shall be conducted either in accordance with AAA's Employment Arbitration Rules and Procedures which are in effect at the time of the arbitration or, if an alternative arbitrator is agreed upon, in accordance with the then current rules and procedures of that third party arbitrator. I understand that by this agreement, the arbitrator is prohibited from imposing any type of fees, cost or expense upon me that I would not be required to bear if I were free to bring a legal action in court. In the event I am hired by the Company, then its published policies and procedures for resolution, mediation and arbitration of disputes with employees, including but not limited to those stated in the Company's alternative dispute resolution agreement, shall replace this agreement to arbitrate. Except as expressly prohibited by law, each side waives its right to bring or participate in a class action proceeding in any state or federal court ("Class Claims"). Class action procedures shall not be asserted, nor will they apply in any such arbitration, and the party bringing the claim shall not seek to represent Class Claims in arbitration.

_____5. I understand that all employment offers are conditioned on providing satisfactory proof of my identity and legal authority to work in the United States and may also be conditioned on Company's receipt of acceptable responses or results to reference inquiries, background checks including criminal history, and/or drug tests. I further understand that to the extent permitted by law, employment with Company may also be conditioned on my signing an arbitration agreement which includes a class action waiver.

_____6. I understand that nothing in this application and nothing in communications between me and

Company representatives or associates during the application, interview and/or testing process is intended to create an offer of employment or a contract of employment between me and the Company. If hired by the Company, nothing in this application, nothing in communications between me and Company representatives or associates during the application, interview and/or testing process and nothing in my employment is intended to create or should be construed to create anything other than "at-will" employment for no definite or determinable period that may be terminated by either me or the Company at any time, for any reason or no reason at all and without prior notice. I further acknowledge and agree that any promises or representations that contradict any of the above paragraphs are only binding on the Company if signed in writing by me and an authorized Company representative.

_____7. During this application process, I will not use or disclose any trade secret or other confidential information I obtained from my prior or current employer(s) or any other parties that I am prohibited from using or disclosing. I further acknowledge and agree that I will not use or disclose to anyone else any trade secret or other confidential information which Company may disclose to me during this application process. I also acknowledge that I have no restrictions on my ability to work for Company and/or would not be violating any restrictions, including but not limited to any covenants not to compete. Notwithstanding the above, I understand I shall have the right to disclose information about unlawful acts in the workplace, including, but not limited to, sexual harassment.

_____8. Nothing above shall apply to any claims or rights I may have under the California Fair Employment and Housing Act.

Company will consider qualified applicants with criminal histories in a manner consistent with applicable state and local "Fair Chance" laws.

Date: _____ Signature: _____

Interviewed by: _____ Date: _____

***** DO NOT WRITE BELOW THIS LINE *****

NOTES:

Approved:

1. _____ 2. _____ 3. _____
Personnel Manager Department or Division Head Executive Director

Updated Jan. 2019.

ATTACHMENT 1 –REFERENCE CHECK AUTHORIZATION

With your written permission, we may choose to ask your previous and/or current employers (Employer References) for work-related information about you, including:

The length of time you worked for that employer and reasons for any promotion/demotion;

Your job title and job description;

Why you left/are leaving that employer;

Quality of your work, your strengths and weaknesses, and how well you interacted with others;

Whether that employer would recommend you for the job you're applying for with us; and

Any other relevant business-based information about your work performance.

AUTHORIZATION

I authorize Company to forward this signed consent form to those Employer References I provided in my employment application. I further authorize those Employer References to disclose to Company and, unless otherwise required by law, without any notice to me of such disclosure, the above-requested information and any other matter related to my employment qualifications. To the maximum extent permitted by law, I hereby release and discharge my Employer References, Company, and any and all Company employees and representatives, from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such disclosure.

Dated: _____

Applicant's printed name: _____

Applicant's signature: _____