



APPLICATION FOR EMPLOYMENT

Please read before filling out this application.

This Company does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, ancestry, age, disability, or other legally protected status. Qualified individuals with a disability will be given reasonable accommodations for employment and advancement unless such an accommodation would impose an undue hardship on the conduct of the Company's business. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

In processing this employment application, the Company may request that an investigative consumer report be prepared; which may include information as to your character, general reputation, police record, and personal characteristics as provided by the Fair Credit Reporting Act of 1970 and as amended in 1996. You have the right to request that the Company completely and accurately discloses to you the nature and scope of the investigation requested. Such a request must be made in writing to the Corporate Director of Human Resources of this Company within a reasonable time after you complete this application. Should employment be denied as a direct result of information contained in such an investigative consumer report, you will be advised as to the name and address of the consumer reporting agency supplying the report and should contact such agency for any further information you desire. Stanion Wholesale Electric Co, Inc. uses the agencies Clarence M. Kelley and Associates, Inc. and Choicepoint for our background screenings.

I understand that as an applicant of Stanion Wholesale Electric Co, Inc. my position may require driving. If so, a motor vehicle report covering the last seven years will be required. I authorize Stanion Wholesale Electric Co, Inc. to obtain this information.

I authorize and direct Stanion Wholesale Electric Co, Inc., to make whatever inquiries it deems necessary or desirable, and to contact consumer reporting agencies or other persons, and to secure consumer reports or investigate consumer reports in connection with my application for employment. I further authorize and direct any person of the consumer reporting agency to participate in and make such inquiries at the request of such Company, and to compile and furnish any information it may have or obtain in response to such inquiries.

Signature: _____

Date: _____

Please **print and use ink.**

Name _____			Social Security No. _____ (Please check your card for correct #)
First	Middle	Last	Date _____
Address _____			Business Number _____
City _____ State _____ Zip Code _____			Home Number _____
List previous addresses within the United States, except Military, if address changed during the past 5 years.			Length of Time at this Address _____

Address _____	City _____	State _____	Zip Code _____	From (date) _____	To _____
Address _____	City _____	State _____	Zip Code _____	From (date) _____	To _____
Address _____	City _____	State _____	Zip Code _____	From (date) _____	To _____

For the remainder of this application, please write or print in your normal writing style. If you would like to request a reasonable accommodation to complete this form, please contact the Corporate Director of Human Resources.

Type of work desired _____ Salary requirements _____

How were you referred to us? _____ Date available for work _____

The family relationship (through marriage or by blood) of job applicant to officers or employees of this Company must be considered prior to a decision to employ.

Do you presently have relatives working for this Company? Yes () No ()

Are you over 18 years of age? Yes () No ()

Are you legally authorized by the U.S. Secretary of Labor to work in this country? Yes () No ()

Stanion Wholesale Electric Co, Inc. does have a written attendance policy that is strictly administered. Absences considered to be in excess of the policy will be reviewed for compliance. Is there any reason you would have difficulty complying with the Company's attendance policy?

Yes () No () If yes, please explain: _____

Education

	Name	Address	City	State	Major Course of Subject	Circle last year completed	GPA/ Degree Earned
High School or Preparatory						1 2 3 4	
Business School						1 2 3 4	
College/Post Graduate						1 2 3 4	
Graduate Work						1 2 3 4	

List scholastic honors, offices held, and activities in high school (if applicable): _____

List any current licenses or certifications (if applicable): _____

List scholastic honors, offices held, and activities in college (if applicable): _____

If you did not graduate, do you wish to explain your reason for leaving school or college? _____

Are you planning to pursue further studies? Yes () No () Day School () Night School ()

If so, when, where, and what courses? _____

General Information

Use the space below to describe your occupational interest and the skills and aptitude that qualify you for a position. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting, etc.) If you need more space, please continue on a separate sheet of paper.

Employment Record

Have you been employed here previously? Yes () No () If yes, list dates _____

Have you ever applied here before? Yes () No ()

Have you ever been convicted of a criminal offense or other illegal activity? Yes () No () If yes, please explain. (A conviction will not necessarily disqualify you from employment.) _____

If you are hired, Stanion Wholesale Electric Co., Inc. will run your Motor Vehicle Report (MVR). Are there any violations on your record that will be reflected on the report, including violations relating to alcohol or substance use? Yes () No () If yes, please explain: _____

Starting with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If you worked under a name other than the one shown on the front of this application, please note the name this Company should use when making previous employment verification inquiries. Please continue on an additional page if needed.

Name and Address of Former Employer	Dates Employed		Position and Duties	Salary		Please explain why you left this position
	From Mo. & Yr.	To Mo. & Yr.		Starting	Leaving	
Company Name						
Immediate Supervisor						
Address Telephone						
City and State Zip						
Company Name						
Immediate Supervisor						
Address Telephone						
City and State Zip						
Company Name						
Immediate Supervisor						
Address Telephone						
City and State Zip						
Company Name						
Immediate Supervisor						
Address Telephone						
City and State Zip						

If presently employed, why do you desire to change your position? _____

If you are now employed, may we contact your present employer? Yes () No ()

Unemployment Record

From		To		Please explain why you were unemployed.
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Please read before signing. If you have any questions or concerns regarding any of these statements, please express them to the employment interviewer before signing.

Contingent upon my employment with Stanion Wholesale Electric Co., Inc., I agree to comply with all rules and regulations as set forth in the Company's policy manual, which is not contractual and may be unilaterally changed by the Company at anytime, or other communications distributed to all employees. I also understand that following any offer of employment, such employment is conditional upon a favorable health evaluation administered uniformly for this job. Such health evaluation may include a physical examination, a drug test and/or completion of a health evaluation form, to which I hereby consent. The results of the tests will remain confidential with limited, but necessary exceptions.

I am aware that the Immigration Reform and Control Act of 1986 provides that the employers must verify, on a form provided by the Attorney General, that anyone hired is not an "unauthorized alien." As a condition of employment, I agree to supply whatever documentation may be required to establish my citizenship or verify that I am authorized by the Secretary of Labor to work in this country.

I understand that in the absence of a written agreement to the contrary, my status, if employed, will be that of an employee at will, with no contractual rights, expressed or implied. In consideration of my employment, I specifically agree that my employment may be terminated with or without cause, with or without notice, at any time, at the option of either the Company or myself.

I further understand that no officer or employee of Stanion Wholesale Electric Co, Inc., has any authority to state, suggest or imply that I have an employment contract for other than an indefinite period of time. Promotions, performance evaluations, salary increases, merit raises, and/or the statement of my salary in other than hourly or weekly rates do not define my period or length of employment. In other words, I do not have any continuing expectancy of employment for any period of time, definite or indefinite, should a job offer be extended and accepted.

I hereby acknowledge that I have read the above statements and understand the same. I certify that all statements made by me on this application are true and complete. I understand that falsification of any information contained in this application or omission of any information requested in this application will be reason for termination or rejection of this application. My answers to optional disclosures were given voluntarily, and I understand that the Company will not use those answers to discriminate against me.

Signature: _____ **Date:** _____

Date of Hire _____

For Company Use Only

(To be completed after applicant is hired)

Date Employed	Employment Status	FT ()	PT ()	Temporary ()
Department	Location			Payroll Class
Job Title	Work Schedule (Hrs., days, etc.)		EEO Code	
Employee No.	Pay Grade	Starting Rate \$	per	Work State
Employment Authorized by:	Replacement()		Addition to Staff ()	
Comments:				

(To be completed if applicant is refused employment)

Was applicant rejected in whole or in part based on an investigative consumer report? Yes () No ()

If yes, was/were the name(s) and address(es) of the consumer reporting agency(ies) supplied to applicant? Yes () No ()

Date supplied Initials Attach a copy of such notice to this application

(To be completed if applicant requests)

Was a written request by applicant for a disclosure of the nature and scope of the investigative consumer report received by the Company? Yes () No ()

If yes, was such disclosure made in writing to applicant not later than 5 days after the date of which the request was first received or 5 days after the Company first requested the report? Yes () No ()

Date supplied Initials Attach a copy to this application