

KEELER ELECTRIC, INC.

1120 FEDERAL ROAD, UNIT 2 – BROOKFIELD, CONNECTICUT 06804

AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT

YOU MUST COMPLETE ALL SECTIONS OF THIS APPLICATION AND SUPPLY ONLY THE INFORMATION REQUESTED. YOU MAY NOT REFER THE READER TO ANOTHER DOCUMENT, SUCH AS A RESUME. APPLICATIONS MUST BE TYPED OR COMPLETED IN BLUE OR BLACK INK. APPLICATIONS THAT ARE NOT COMPLETED AS DIRECTED WILL BE REJECTED. APPLICATIONS WILL BE ACTIVE (CONSIDERED FOR AVAILABLE POSITIONS) FOR A PERIOD OF THIRTY (30) DAYS.

THOSE APPLICANTS REQUIRING REASONALBE ACCOMODATION FOR THE APPLICATION OR INTERVIEW PROCESS SHOULD NOTIFY A COMPANY REPRESENTATIVE.

POSITION APPLYING FOR	SOCIAL SECURITY NUMBER	APPLICATION DATE		
LAST NAME	FIRST NAME	MIDDLE NAME		
ADDRESS	CITY	STATE	ZIP	
TELEPHONE ()	TELEPHONE ()	INTERESTED IN FULL-TIME OR PART-TIME		
REFERRED BY	RATE OF PAY DESIRED	DATE YOU CAN START		
WERE YOU PREVIOUSLY EMPLOYED BY THIS COMPANY?		POSITION		
LIST ANY RELATIVES OR FRIENDS WORKING FOR THIS COMPANY (NAME/RELATIONSHIP)				
EDUCATION				
SCHOOL	LOCATION	NO OF YEARS COMPLETED ¹	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE				MAJOR DEGREE
OTHER				
¹ State and federal laws prohibit discrimination on the basis of age				
HAVE YOU SERVED AN APPRENTICESHIP? IF YES, WHERE?		TYPE OF TRADE	DATES	
LIST EQUIPMENT YOU AR ABLE TO OPERATE:				
SPECIAL SKILLS AND QUALIFICATIONS				
MECHANICAL AND/OR EXPERIENCE AND ABILITIES RELEVANT TO THE APPLIED FOR POSITION				

WORK EXPERIENCE – LIST PRESENT AND FORMER EMPLOYERS

FROM (MO/YR)	TO (MO/YR)	COMPANY NAME	TELEPHONE ()
LAST POSITION HELD		COMPANY ADDRESS	
SUPERVISOR'S NAME		DESCRIBE YOUR WORK	
SUPERVISOR'S TITLE		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM (MO/YR)	TO (MO/YR)	COMPANY NAME	TELEPHONE ()
LAST POSITION HELD		COMPANY ADDRESS	
SUPERVISOR'S NAME		DESCRIBE YOUR WORK	
SUPERVISOR'S TITLE		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM (MO/YR)	TO (MO/YR)	COMPANY NAME	TELEPHONE ()
LAST POSITION HELD		COMPANY ADDRESS	
SUPERVISOR'S NAME		DESCRIBE YOUR WORK	
SUPERVISOR'S TITLE		LAST WAGES _____ PER _____	REASON FOR LEAVING

MAY WE CONTACT THE ABOVE EMPLOYERS? IF "NO", INDICATE WHICH ONES WE MAY NOT CONTACT.

WHICH OF THOSE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THE JOB?

EXCEPT FOR VACATIONS AND HOLIDAYS, HOW MANY WORK DAYS WERE YOU ABSENT FROM WORK DURING THE PAST YEAR?

_____ 0 - 5 DAYS; _____ 5 -10 DAYS; _____ 10 - 15 DAYS; _____ 15 - 20 DAYS; _____ 21 + DAYS.

REFERENCES

PROVIDE INFORMATION FOR 3 PERSONS UNRELATED TO YOU WHO ARE FAMILIAR WITH YOUR WORK RECORD AND/OR ABILITIES AND WHO HAVE KNOWN YOU FOR MORE THEN A YEAR.

NAME AND ADDRESS	RELATIONSHIP	TELEPHONE ()	YEARS KNOWN
NAME AND ADDRESS	RELATIONSHIP	TELEPHONE ()	YEARS KNOWN
NAME AND ADDRESS	RELATIONSHIP	TELEPHONE ()	YEARS KNOWN

MILITARY SERVICE

WERE YOU IN THE ARMED FORCES? ² _____ YES _____ NO

IF YES, WHAT BRANCH? _____

DATES OF DUTY? _____

RANK AT SEPARATION? _____

BRIEFLY DESCRIBE YOUR DUTIES: _____

² Keeler Electric, Inc. does not discriminate on the basis of National Guard or Reserve Unit Duty obligations.

MISCELLANEOUS INFORMATION

ARE YOU EIGHTEEN (18) YEARS OR OLDER? _____ YES _____ NO

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? _____ YES _____ NO (NOTE: IF HIRED, YOU WILL BE REQUIRED TO SUBMIT PROOF OF LEGAL RIGHT TO WORK IN THE U.S.)

WILL YOU NOW OR IN THE FUTURE REQUIRE SPONSORSHIP FOR EMPLOYMENT VISA STATUS? (E.G. H-1B VISA STATUS) _____ YES _____ NO

CAN YOU TRAVEL IF THE JOB REQUIRES IT? _____ YES _____ NO

ARE YOU WILLING AND ABLE TO TRAVEL WITHIN A _____ MILE RADIUS OF YOUR HOME? _____ YES _____ NO

DO YOU HAVE A VALID DRIVER'S LICENSE? _____ YES _____ NO TYPE OF DRIVER'S LICENSE? _____

DO YOU UNDERSTAND THE REQUIREMENTS OF THE POSITION FOR WHICH YOU HAVE APPLIED? _____ YES _____ NO

TO THE BEST OF YOUR KNOWLEDGE, CAN YOU PERFORM THE REQUIREMENTS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION? _____ YES _____ NO

CRIMINAL HISTORY

IMPORTANT: PLEASE BE ADVISED, UNDER CONNECTICUT LAW, YOU ARE NOT REQUIRED TO DISCLOSE THE EXISTENCE OF ANY ARREST, CRIMINAL CHARGE OR CONVICTION, THE RECORDS OF WHICH HAVE BEEN ERASED PURSUANT TO CONNECTICUT GENERAL STATUTES, SECTIONS 46B-146, 54-760 OR 54-142A, SPECIFICALLY, RECORDS PERTAINING TO A FINDING OF DELINQUENCY OR THAT A CHILD WAS A MEMBER OF A FAMILY WITH SERVICE NEEDS, AN ADJUDICATION AS A YOUTHFUL OFFENDER, A CRIMINAL CHARGE THAT HAS BEEN DISMISSED OR NOLLED, A CRIMINAL CHARGE FOR WHICH THE PERSON HAS BEEN FOUND NOT GUILTY, OR A CONVICTION FOR WHICH THE PERSON RECEIVED AN ABSOLUTE PARDON.

ANY PERSON WHOSE CRIMINAL RECORDS HAVE BEEN ERASED PURSUANT TO CONNECTICUT GENERAL STATUTES SECTIONS 46B-146, 54-760, OR 54-142A SHALL BE DEEMED TO HAVE NEVER BEEN ARRESTED WITHIN THE MEANING OF THE GENERAL STATUTES WITH RESPECT TO THE PROCEEDINGS SO ERASED AND MAY SO SWEAR UNDER OATH.

HAVE YOU BEEN CONVICTED OF A MISDEMEANOR DURING THE PAST SEVEN YEARS? _____ YES _____ NO

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST SEVEN YEARS? _____ YES _____ NO

IF YOUR ANSWER TO EITHER OF THE ABOVE QUESTIONS IS "YES", PLEASE EXPLAIN BELOW OR ON THE BACK OF THE PAGE.

A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FOR THE JOB FOR WHICH YOU HAVE APPLIED.

AGREEMENT

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION AND ANY OTHER MATERIAL PROVIDED BY ME IS TRUE AND COMPLETE. I AGREE THAT FALSIFIED INFORMATION, MISREPRESENTATION OR OMISSIONS ON THIS APPLICATION, OR ANY ACCOMPANYING RESUME OR OTHER MATERIALS, WILL DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT AND WILL BE CONSIDERED JUSTIFICATION FOR DISMISSAL WHENEVER DISCOVERED.

UNLESS OTHERWISE NOTED, I AUTHORIZE KEELER ELECTRIC, INC. OR ITS AGENT TO INVESTIGATE AND/OR VERIFY ALL INFORMATION IN THIS APPLICATION, INCLUDING CONTACTING ALL PERSONS, SCHOOLS, CURRENT EMPLOYER, (IF APPLICABLE), PREVIOUS EMPLOYERS AND OTHER INDIVIDUALS OR ENTITIES NAMED HEREIN (AND THOSE NAMED ON ACCOMPANYING RESUME, IF ANY). I HEREBY AUTHORIZE MY FORMER EMPLOYERS AND OTHER THIRD PARTIES NAMED ON THIS APPLICATION TO RELEASE INFORMATION PERTAINING TO MY WORK RECORD, HABITS AND PERFORMANCES. IN DOING SO, I HEREBY RELEASE THEM AND KEELER ELECTRIC, INC. AND ITS AGENTS FROM ALL LIABILITY WHICH MAY FLOW FROM THE RELEASE OF SUCH INFORMATION.

I UNDERSTAND THAT NOTHING IN THIS EMPLOYMENT APPLICATION, IN KEELER ELECTRIC, INC.'S STATEMENTS OR PERSONNEL GUIDELINES, OR IN MY COMMUNICATIONS WITH ANY KEELER ELECTRIC, INC. OFFICIAL IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN KEELER ELECTRIC, INC. AND ME. I ALSO UNDERSTAND THAT KEELER ELECTRIC, INC. HAS THE RIGHT TO MODIFY ITS POLICIES WITHOUT GIVING ME ANY NOTICE OF THE CHANGE(S). NO PROMISES REGARDING EMPLOYMENT HAVE BEEN MADE TO ME AND I UNDERSTAND THAT NO SUCH PROMISE OR GUARANTEE IS BINDING UPON KEELER ELECTRIC, INC. UNLESS IT IS MADE IN WRITING AND SIGNED BY THE PRESIDENT OF KEELER ELECTRIC, INC..

I UNDERSTAND THAT, SUBJECT TO APPLICABLE LAW, IF I AM HIRED, MY EMPLOYMENT WILL BE ON AN AT-WILL BASIS, FOR NO DEFINITE TERM. AS SUCH, I UNDERSTAND THAT I WILL ENJOY THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, AND THAT KEELER ELECTRIC, INC. WILL SIMILARLY ENJOY THE RIGHT TO TERMINATE MY EMPLOYMENT, AT ANY TIME, WITH OR WITHOUT CAUSE. THIS STATUS CAN ONLY BE MODIFIED BY A WRITTEN DOCUMENT SETTING FORTH SUCH MODIFICATION, SIGNED BY BOTH ME AND THE PRESIDENT OF KEELER ELECTRIC, INC.. I FURTHER ACKNOWLEDGE THAT I AM EXPECTED TO ABIDE BY ALL KEELER ELECTRIC, INC.'S RULES, REGULATIONS, AND POLICIES, WRITTEN AND UNWRITTEN, BUT THAT SUCH RULES, REGULATIONS AND POLICIES DO NOT CREATE A CONTRACT BETWEEN ME AND KEELER ELECTRIC, INC. OR OTHERWISE RESTRICT THE RIGHT OF EITHER PARTY TO TERMINATE THE EMPLOYMENT RELATIONSHIP.

SIGNATURE: _____ DATE: _____

CONSUMER REPORT DISCLOSURE AND AUTHORIZATION

BY THIS DOCUMENT, KEELER ELECTRIC, INC. DISCLOSES TO YOU THAT A CONSUMER REPORT, INCLUDING AN INVESTIGATIVE CONSUMER REPORT CONTAINING INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING, MAY BE OBTAINED FOR EMPLOYMENT PURPOSES AS PART OF THE PRE-EMPLOYMENT BACKGROUND INVESTIGATION AND AT ANY TIME DURING YOUR EMPLOYMENT. SHOULD AN INVESTIGATIVE CONSUMER REPORT BE REQUESTED, YOU WILL HAVE THE RIGHT TO DEMAND A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED AND A WRITTEN SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.

PLEASE SIGN BELOW TO SIGNIFY RECEIPT OF THE FOREGOING DISCLOSURE AND TO AUTHORIZE THE PROCUREMENT OF A CONSUMER REPORT, INCLUDING AN INVESTIGATIVE CONSUMER REPORT, BY THE COMPANY AS PART OF THE PRE-EMPLOYMENT BACKGROUND INVESTIGATION. IF HIRED, THIS AUTHORIZATION SHALL REMAIN ON FILE AND SHALL SERVE AS AN ONGOING AUTHORIZATION FOR THE COMPANY TO PROCURE CONSUMER REPORTS AT ANY TIME DURING YOUR EMPLOYMENT.

APPLICANT SIGNATURE

DATE

PRINT NAME

WITNESSED:

SIGNATURE

DATE

PRINT NAME

TITLE