



DOCUMENT NUMBER: 720-01-00-01

REVISION LEVEL: "A"

APPLICATION FOR EMPLOYMENT

Application Date: _____ Preferred Phone Number to use: _____
 Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone #:(____) _____ Cell Phone #:(____) _____ E-Mail Address: _____
 Referral Source (How did you hear about us?) _____

If you are under eighteen (18), and it is required, can you furnish a work permit? Yes No

If No, please explain: _____

Have you ever been employed here before? If **yes**, give dates and positions: Yes No

Date available for work: /___/___/___ Employment Type (circle one) **Full Time** **Part Time** **Part Time -Summer**

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever been convicted of a felony? Yes No

If "yes", please provide date(s) and details: _____

Employment History Starting with your most recent employer, provide the following information.

Dates of Employment From MM/DD/YY To MM/DD/YY		Employer's Name & Address	Position & Responsibilities	Pay	Reason for Leaving
From	To				
From	To				
From	To				
From	To				
From	To				

EDUCATIONAL BACKGROUND Starting with your most recent school attended, provide the following information.

School (include City & State)	Number of Years Completed	Degree Received	GPA	Major/Minor



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REFERENCES

List name and telephone number of three business/work references who you are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for one year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any special period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

It is the policy of Electric Motors & Specialties, Inc. that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, sexual orientation, gender identity, age, color, religion, national origin, ancestry, disability, genetic information, veteran status or any other category protected under applicable federal, state or local law.

If you need a reasonable accommodation for any part of the employment application process, please send an e-mail to hr@emsmotors.com. Please include the accommodation you are requesting and your contact information. Reasonable accommodations are considered on a case-by-case basis. Please note that only inquiries concerning a request for reasonable accommodation and other EEO issues will be responded to from this e-mail address.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY

Department #: _____

Employee #: _____

Hire Date: _____

Position: _____