



## Employment Application

APPLICANT INFORMATION										
Last Name					First			M.I.	Date	
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.				Desired Salary		
Position Applied for										
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever applied to this company before?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Have you ever been convicted of a felony? **			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Are you 18 years or older?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have a valid driver's license?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you willing to travel within 60 miles of your home?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you able to work 2 <sup>nd</sup> /3 <sup>rd</sup> shift		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
EDUCATION										
High School						Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College						Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other						Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES										
<i>Please list three professional references.</i>										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					



## Employment Application

### REFERENCES CONT.

Company		Phone	
Address			

### PREVIOUS EMPLOYMENT

Company	Phone
Address	Supervisor

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference?      YES       NO

Company	Phone
Address	Supervisor

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference?      YES       NO

Company	Phone
Address	Supervisor

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference?      YES       NO

Except for vacation and holidays, how many work days were you absent during the past year?      0-5 days       5-10 days       10-15 days       10-15 days

### MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain



## Employment Application

### DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

\* State and Federal Laws Prohibit Discrimination On The Basis Of Age

\*\* Conviction does not automatically disqualify an applicant from employment

**Paquette Electric Co., Inc. is an "Affirmative Action/Equal Opportunity Employer" or "AA/EOE"**  
**Dedicated to a policy of nondiscrimination in employment on any basis prohibited by law.**

## ADDENDUM TO EMPLOYMENT APPLICATION

### VOLUNTARY

IN ORDER TO MEET STATE AND FEDERAL REPORTING REQUIREMENTS,  
WE ARE REQUESTING THAT YOU VOLUNTARILY SUPPLY THE  
FOLLOWING INFORMATION. THIS DATA WILL NOT BE USED FOR  
DISCRIMINATORY PURPOSES AND WILL NOT BE CONSIDERED IN THE  
EVALUATION OF YOUR APPLICATION.

A    SEX:                                  FEMALE                                   MALE

#### B    RACE / ETHNIC DATA

1.  BLACK (not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa.
2.  HISPANIC: Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture of origin, regardless of race.
3.  WHITE (not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North America, or the Middle East.
4.  AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
5.  ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Island. This area includes, for example, China, Japan, Korea, the Philippine Island, and Samoa.

## APPLICANT CERTIFICATIONS AND AGREEMENT

All employees at Paquette Electric Company, Inc. ("Company") are employed "at-will," which means that either the Company or I may terminate my employment at any time, for any reason or for no reason, with or without advance notice. **I UNDERSTAND THAT NOTHING STATED IN WRITING OR ORALLY BY THE COMPANY, INCLUDING BY ANY MANAGER, SUPERVISOR, OR ANY OTHER EMPLOYEE OF THE COMPANY, DURING THE INTERVIEW OR HIRING PROCESS, OR DURING MY EMPLOYMENT IF I AM HIRED, SHALL LIMIT THE COMPANY'S OR MY RIGHT TO TERMINATE MY EMPLOYMENT AT-WILL.**

I understand that a positive and properly confirmed drug test for controlled substances or refusal to submit to a drug test is grounds for denial or termination of employment. I voluntarily consent to a pre-employment drug test to be conducted by a drug-testing facility of the Company's choice. I understand that the results of the drug tests will be provided to the Company and hereby authorize the disclosure of the results of my pre-employment drug test to the Company.

I certify that the information on this job application is true and complete to the best of my knowledge. I understand that any willful omissions or falsifications will be reason for withdrawal of a job offer or termination of employment whenever the omission or falsehood is discovered. I authorize any investigation into the statements I have made in this application as necessary to arrive at an employment decision. In consideration of my employment, I agree to conform to the rules, regulations and policies of the Company with the understanding that such rules, regulations and policies (including those pertaining to compensation and benefits) may be changed by the Company at any time during my employment.

I have read, understand and agree to the foregoing.

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Signature of Applicant

Date

## NOTICE RE: PRE EMPLOYMENT AND EMPLOYMENT INQUIRIES

In connection with your application for employment, Paquette Electric Company, Inc. ("Company") may make inquiries regarding your employment and credit histories, criminal and driving records and other related matters. In addition, if you are hired, during your employment with the Company, there may be times when the Company conducts investigation of workplace issues, such as claims of sexual harassment, workplace violence and theft. An investigation of you may be conducted by Company representatives or third parties. An investigation may include gathering information from you, your co-workers and others about your credit standing and history, criminal record, character, general reputation, medical information, personal characteristics or mode of living. A report may be prepared for our use as a result of such an investigation. Any investigative report that is generated may be used for any employment purpose, including decisions regarding your promotions, reassignment, discipline or continued employment with the Company.

We have no intent of being more intrusive than necessary when conducting lawful workplace investigations. The purpose is to protect our business interests. Although the Company may conduct a legitimate workplace investigation without your consent, we want to make certain that you fully understand and are committed to full compliance with the terms and conditions of both your application and, if applicable, your employment with the Company. Therefore, you are being asked to execute the disclosure and authorization from that appears on the following page.

Background checks and workplace investigations are necessary to ensure the Company's compliance with applicable laws and to maintain a safe, productive work environment. Therefore, if you do not execute the attached disclosure and authorization form, your application for employment will no longer be considered by the Company.

The disclosure and authorization form is not a guarantee of employment or continued employment. Nothing herein changes the Company's policy of employment at-will, meaning that either the Company or a Company employee may terminate the employment relationship at any time for any reason, including no reason. This policy and the disclosure and authorization form shall be interpreted to be consistent with any changes in the law should such changes occur.

If you have any questions regarding this Company policy or the attached disclosure and authorization form, please contact Michael Pantuosco.

## CONSUMER REPORT DISCLOSURE AND AUTHORIZATION

Paquette Electric Company, Inc. ("Company") has disclosed to me that it may request from a third party a consumer report, including an investigative consumer report, containing information collected about me. I understand that a consumer report or investigative consumer report may be obtained at any time during the application process and, if I am hired, during my employment with the Company, and may contain information regarding my employment, credit standing and history, character, general reputation, personal characteristics, medical information, mode of living and other related matters. I also understand that information provided in a consumer report or investigative consumer report may be used for any employment purpose, including my eligibility for employment, continued employment, promotion, reassignment or discipline. If the Company requests an investigative consumer report, I understand that I may request a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act. If the Company decides to take any adverse action against me based on all or part of an investigative consumer report, I understand that I will receive a copy of the report before such action is taken.

I hereby authorize the Company to procure any consumer reports, including investigative consumer reports, as part of the Company's pre-employment background investigation. If I am hired, this authorization shall also serve as ongoing authorization for the Company to procure consumer reports, including investigative consumer reports, at any time during my employment.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Signature: \_\_\_\_\_

If you are hired, a copy of this authorization will be retained in your personal file.

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**