



# EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

## 1. PERSONAL DETAILS

Last Name: \_\_\_\_\_ First Name, MI \_\_\_\_\_

Street \_\_\_\_\_

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

(PO Box not acceptable)

Zip Code: \_\_\_\_\_

Home Telephone \_\_\_\_\_

No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Married: \_\_\_\_\_ Children: \_\_\_\_\_

Trade Classification: \_\_\_\_\_ License No: \_\_\_\_\_ Expires. \_\_\_\_\_

(photo copy required)

State \_\_\_\_\_ Date \_\_\_\_\_

2. Other Trade Licenses (a) \_\_\_\_\_ License No: \_\_\_\_\_

(b) \_\_\_\_\_ License No: \_\_\_\_\_

2a. Social Security No. \_\_\_\_\_

3. Detail any First Aid Certificates Held: \_\_\_\_\_

4. Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

(photo copy required)

5. Are you a Citizen of the United States? Yes ☐ No ☐

5a. Emergency Contact Name \_\_\_\_\_

5b. Emergency Contact Address \_\_\_\_\_

5c. Emergency Contact Phone No. \_\_\_\_\_

6. Years as a Journeyman? \_\_\_\_\_

6a. Did you complete an Apprenticeship Program? If so, where and which \_\_\_\_\_

7. Any previous employment with J&M Electric, Inc? Yes ☐ No ☐

If yes, Supervisors name \_\_\_\_\_ Project: \_\_\_\_\_

Project: \_\_\_\_\_

8. Are you prepared to work at heights? Yes ☐ No ☐

9. Are you prepared to work in confined spaces? Yes ☐ No ☐

Do not leave any blank spaces & answer all questions with yes or no

## JOB APPLICANT EXPERIENCE SUMMARY

10. Do You Have Your Own Transportation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Have You Previously Been Employed As?		
a) Lead Electrician	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Foreman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Supervisor	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Project Manager	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Self Employed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. How many years have you been working	_____	
13. Spread your working years (item 12), as a percentage over the following:		
a) Residential	_____	
b) Commercial Installations	_____	
c) Industrial Installations	_____	
d) Maintenance	_____	
e) Other	_____	
	Total	100%
14. Have you ever been convicted of a felony that is related to job applied for?	_____	
15. Indicate if You Have Experience in the Following:		
Commercial Construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PVC Conduit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Voltage Cables	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MC/AC Cables	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Welding	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Motor Controls	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PLC Programming	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Voltage Switchgear	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Short Order & Troubleshooting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other	_____	
16. Do you have a tool kit appropriate to the above selected activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## YOUR PREFERENCES

At **J & M**, we make every effort to put the right people in the right job. As we cover a variety of industries and types of work, we ask you to tell us what are ***your preferred industries*** and what ***you like to do***. We ask you to be honest in the answers below; your application *will not be in jeopardy* by doing so. If, by establishing how we can provide job satisfaction for you, **J & M** will benefit, as will you.

**What Industries do you prefer to work in?**

17. In the space provided below, rate your preferences against the following industries; **1** being your most preferred, and **5** being your least preferred:

Rating 1-5

a) Residential

b) Commercial Installations

c) Industrial Installations

d) Maintenance

e) Other

18.	<b>What work tasks do you prefer to do?:</b> In the space provided below, rate the <b>TOP 10</b> work tasks that you like to do; <b>1</b> being your most preferred, and <b>10</b> being your least preferred:		
	Include your Rating 1-10		
	Commercial Construction		Rigid Steel Steel Conduit & EMT
	PVC Conduit		Knowledge of Nat'l Elec Code
	High Voltage Cables		HV Terminations
	MC/AC Cables		Reading Schematics
	Welding		Interpreting Blueprints
	Motor Controls		Signals, Intercom, Sound
	PLC Programming		Fire Alarm Systems
	High Voltage Switchgear		Residential Construction
	Short Order & Troubleshooting		Industrial Construction
	Other		



### PREVIOUS EMPLOYMENT

19 List at Least the Last 5 Years of Employment

Pay  
Rate

Company Name	From	To	Contact	Reason for Leaving

20 You may be required to lift weights, work in confined spaces, and climb stairs.  
Do you have any condition or past injury which could be exacerbated by your employment or affect your ability to undertake these activities?

Include comments as required:

.....

.....

.....

.....

.....

.....

To determine my qualifications for employment, I authorize this corporation to conduct an investigation of my application. I understand that any false or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of the application, or if employed by this corporation in the termination of employment.

While not required it is recommended that a resume also be submitted along with work and personal references with names, phone numbers and addresses.

I Hereby Declare that the Above Information set out in Sections 1 through 20 above is true and correct in every Particular:

APPLICANTS SIGNATURE: ..... DATE: .....

INTERVIEWED BY: (Print) ..... DATE: .....

INTERVIEWER'S SIGNATURE: .....

Complete the following page only upon engagement of employment by J & M Electric

Complete this Section only when requested by J & M Electric

21. Is your address still as per Item of this application?

Yes

☐

No

☐

22. Your next of Kin?

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_  
(PO Box not acceptable)

Zip Code: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

23. Banking Details

Bank Name: \_\_\_\_\_ BRANCH \_\_\_\_\_

Account Number \_\_\_\_\_

Your employment with **J & M** will not commence unless the above items (21 – 23) are **SATISFACTORILY** completed **AND** you have provided the other information noted on **Page 1** of this application.

Employee: (sign): \_\_\_\_\_

DATE: \_\_\_\_\_

J & M: (sign) \_\_\_\_\_

DATE: \_\_\_\_\_