



**Equal Opportunity Employer:** We are a committed EEO employer. It is our policy to abide by all Local, State, and Federal laws prohibiting all aspects of employment discrimination on the basis of a person's race, color, creed, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other protected status.

## APPLICATION FOR EMPLOYMENT

**General Instructions:**

- Neatly print or type this application in ink.
- Answer all questions fully. Incomplete applications will not be considered. All information is subject to verification.
- Sign, initial, and date the applicant statement at the end of this document.

**Position(s) Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Location:** AZ TX WV

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Name** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Home Address:** **Number** \_\_\_\_\_ **Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone Number(s):** Home \_\_\_\_\_ Cell \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**How did you hear about our Company?** Job Advertisement Employment Agency Current Employee Company Website  
 Other: \_\_\_\_\_ **What prompted you to apply?** \_\_\_\_\_

**Have you previously worked at Service Wire?** Yes No **If yes, give date(s)** \_\_\_\_\_

**Indicate why previous Service Wire employment ended:** \_\_\_\_\_

**Have you ever been convicted of a crime?** Yes No

**If yes, please explain nature of conviction(s), the date(s), location of conviction, and disposition of the case.** (A conviction record will not necessarily be a bar to employment. This information will only be used for job-related purposes consistent with applicable law and business needs. Failure to honestly answer this question will result in discontinued consideration of your application or, if hired, will be grounds for termination.)

**Are you currently employed?** Yes No **If yes, may we contact your present employer?** Yes No

**If hired, can you provide current proof of identity and current authorization to work in the United States?** Yes No

**On what date would you be available for work?** Date: \_\_\_\_\_

**Are you available to work?** Full time Part time Flexible Shifts (days, afternoons, nights)  
 Holidays Temporary Weekends

**Can you travel if job requires?** Yes No

**Are you willing to relocate?** Yes No **If yes, where?** Arizona Texas West Virginia

**Do you have friends or relatives that work for the company?** Yes No

**If yes, indicate name(s) & location:** \_\_\_\_\_

## Education

### High School

**Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Did you graduate?** Yes No **Check Years Completed:** 1 2 3 4

**Type of degree awarded:** Diploma G.E.D. **Describe course of study:** \_\_\_\_\_

### College/University/Professional

**Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Did you graduate?** Yes No **Check Years Completed:** 1 2 3 4 5 6

**Type of degree(s) awarded:** \_\_\_\_\_ **Describe course of study/major:** \_\_\_\_\_

**Vocational/Technical/License(s)/Professional Certification(s)/Other (Specify)** (Omit any organizations or memberships which reflect race, color, religion, age, sex, sexual orientation, marital status, or disability.)

**Name:** \_\_\_\_\_ **Location or Issuing Authority:** \_\_\_\_\_  
**Did you graduate?** Yes No **Check Years Completed:** 1 2 3 4  
**Type of degree or license awarded:** \_\_\_\_\_ **Describe course of study/major:** \_\_\_\_\_  
**Date license issued:** \_\_\_\_\_ **Date license expires:** \_\_\_\_\_ **License Number:** \_\_\_\_\_  
**Describe any specialized job related training, apprenticeships, skills, or qualifications for the position in which you are applying.**  
(Omit any organizations or memberships which reflect race, color, religion, age, sex, sexual orientation, marital status, or disability.)

**Do you have service in the U.S. Military or National Guard?** Yes No **If yes, which branch?** \_\_\_\_\_  
**Describe any job related training received in the U.S. Military or National Guard for the position in which you are applying.**

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## Employment Experience

List your present or most recent employer first.

**1. May we contact this employer?** Yes No **If no, please explain:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_ **Address/Location:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ **Full time** **Part Time** **Contract**  
**Starting:** \_\_\_\_\_ **From (mm/yy)** \_\_\_\_\_ **Temporary Help / Seasonal**  
**Ending:** \_\_\_\_\_ **To (mm/yy)** \_\_\_\_\_  
**Hourly rate/Salary:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Starting:** \_\_\_\_\_ **per** \_\_\_\_\_ **Ending:** \_\_\_\_\_ **per** \_\_\_\_\_  
**Specific Reason for Leaving:** \_\_\_\_\_ **Work Performed:** \_\_\_\_\_

**2. May we contact this employer?** Yes No **If no, please explain:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_ **Address/Location:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ **Full time** **Part Time** **Contract**  
**Starting:** \_\_\_\_\_ **From (mm/yy)** \_\_\_\_\_ **Temporary Help / Seasonal**  
**Ending:** \_\_\_\_\_ **To (mm/yy)** \_\_\_\_\_  
**Hourly rate/Salary:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Starting:** \_\_\_\_\_ **per** \_\_\_\_\_ **Ending:** \_\_\_\_\_ **per** \_\_\_\_\_  
**Specific Reason for Leaving:** \_\_\_\_\_ **Work Performed:** \_\_\_\_\_

**3. May we contact this employer?** Yes No **If no, please explain:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_ **Address/Location:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ **Full time** **Part Time** **Contract**  
**Starting:** \_\_\_\_\_ **From (mm/yy)** \_\_\_\_\_ **Temporary Help / Seasonal**  
**Ending:** \_\_\_\_\_ **To (mm/yy)** \_\_\_\_\_  
**Hourly rate/Salary:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Starting:** \_\_\_\_\_ **per** \_\_\_\_\_ **Ending:** \_\_\_\_\_ **per** \_\_\_\_\_  
**Specific Reason for Leaving:** \_\_\_\_\_ **Work Performed:** \_\_\_\_\_

4. May we contact this employer? Yes No If no, please explain:

Employer:

Address/Location:

Job Title:

Dates Employed:

Full time Part Time Contract  
Temporary Help / Seasonal

Starting:

From (mm/yy)

Ending:

To (mm/yy)

Hourly rate/Salary:

Starting: per

Supervisor:

Telephone Number:

Ending: per

Specific Reason for Leaving:

Work Performed:

If you need additional space, please continue on a separate sheet of paper.

## Professional/Personal References

Provide name, relationship, email address (if available) and phone numbers of three personal or professional references that are not related to you. Your application will not be considered without references.

Name

Relationship to You

Email

Telephone Number

## Applicant Statement

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

- 1.) I certify that all the information furnished in this application or, in connection, with this application is true and complete. I understand that any misstatement(s), falsification(s), or omission(s) of information are grounds for refusal to hire or, if hired, grounds for termination anytime Service Wire Company (referred hereto as the Company) becomes aware of such information. **(Initial here)**
- 2.) I authorize the Company, or anyone acting on the Company's behalf, to contact and obtain information from all references, employers, public agencies, licensing authorities, educational institutions, and otherwise to verify the accuracy of all furnished information. **(Initial here)**
- 3.) I understand that nothing contained in this application is intended to create or imply a contract for continued employment. If hired, I understand that my employment will be "at-will" or can be terminated at anytime, with or without cause and/or notice, by either the Company or myself. I understand and agree that, if hired, I will be required to abide by all rules, policies, and regulations of the Company and those conditions of employment can be changed, in whole or in part, by the Company at anytime in its sole discretion. **(Initial here)**
- 4.) I understand the Company is committed to maintaining a drug and alcohol free workplace. As permitted by law, I understand the Company requires drug and alcohol screening as part of the hiring process. If employed, I may be required to submit to alcohol/drug testing under certain circumstances, as permitted by law, during my employment. I consent to such testing and understand that I will be disqualified for employment consideration and/or further employment if I receive a confirmed, positive test result. **(Initial here)**
- 5.) I understand that as a condition of employment, I will be required to provide current proof of identity and current legal authorization to work in the United States. Service Wire is an E-Verify participating employer. **(Initial here)**

I hereby acknowledge that I have read, understand, and agree with the above statements.

Signature of Applicant

Date

### Manager Use Only

Date of Interview: \_\_\_\_\_

Contingent offer made:  Yes  No

Date of Hire: \_\_\_\_\_  Full Time  Part Time  Intern  Temporary Help (Seasonal)

Job title: \_\_\_\_\_ Hourly rate/Salary: \$ \_\_\_\_\_ Shift differential: \$ \_\_\_\_\_

Company Location:  West Virginia  Texas  Arizona Department:  Sales  Manufacturing  Distribution

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature