

# Application For Employment

Energy Control & Design, Inc.

(920) 739-6885

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application				
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____					
Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)/ email				Social Security Number	
				-	-

Are you currently employed ?  Yes     No

May we contact your present employer ?  Yes     No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status ?  Yes     No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would be available for work ? \_\_\_\_\_

Are you available to work:     Full Time     Part Time     Shift Work     Temporary

Are you currently on "lay-off" status and subject to recall ?  Yes     No

Can you travel if a job requires it ?  Yes     No

Valid drivers license ?  Yes     No

Allow us to check driving record ?  Yes     No  
**If yes, please list drivers license number** \_\_\_\_\_

Have you been convicted of a felony within the last 7 years ?  Yes     No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.


Describe any job-related training received in the United States military.


List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*


# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)/ email</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)/ email</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for leaving</b>				
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		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)/ email</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for leaving</b>				

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

# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.


## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> MS Excel	<input type="checkbox"/> Siemens automation		
<input type="checkbox"/> MS Word	<input type="checkbox"/> Tridium/Niagara	Certifications (list):	Other (list):
<input type="checkbox"/> BACnet	<input type="checkbox"/> Welding	_____	_____
<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Management experience	_____	_____
<input type="checkbox"/> Presentation experience	<input type="checkbox"/> Sage 100	_____	_____
<input type="checkbox"/> CAD/BIM	<input type="checkbox"/> Programming skills	_____	_____

## References

1.	
(Name)	( ) Phone #
(Address)	(email)
2.	
(Name)	( ) Phone #
(Address)	(email)
3.	
(Name)	( ) Phone #
(Address)	(email)

## **Applicant's Statement**

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

### **For Personnel Department Use Only**

(Interviewed By)

(Date)

(Remarks)