

JPE Electrical Contractor Inc.

35 Marble Loop, Suite A
Staten Island, NY 10309
Phone: (718) 356-6891
Fax: (718) 967-9358

ELECTRICAL EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Application Date: ____/____/____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: ____-____-____ Work Phone: ____-____-____ ext. ____ Cell Phone: ____-____-____

Email Address: (if available) _____

How did you hear about our company? _____

Employment Information

Citizenship/Work Status: ☐ U.S. Citizen ☐ Green Card Holder ☐ U.S. Work Permit/Visa ☐ Canadian Citizen ☐ Canadian Work Permit/Visa

Current Employer: (if any) _____

Years of Work Experience directly related to the position you are applying for: _____

Employment Type Desired: ☐ Full-Time ☐ Part-Time

Desired Compensation: \$ _____ ☐ Hourly ☐ Annual

Other Compensation Desired: _____

When are you available to start work? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College/University				
Bus. or Trade School				
Professional School				

Criminal History

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR (except any minor traffic violations)? ☐ No ☐ Yes

If yes, please explain and attach any relevant documentation. _____

Drivers License Information

DO YOU HAVE A VALID DRIVER'S LICENSE? ☐ Yes ☐ No

Do you have reliable transportation to work (please be specific)? _____

Driver's license number: _____ State of Issue: _____

☐ Operator ☐ Commercial (CDL) ☐ Chauffeur

Do you have a clean driving record? ☐ Yes ☐ No

List any Moving Violations and/or Accidents from the last 3 years: _____

Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No Branch: _____

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES? ☐ Yes ☐ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience

Please list your work experience for the past 5 years beginning with your most recent job.

If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone:	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone:	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

ELECTRICAL INDUSTRY SKILLS SECTION INSTRUCTIONS: ONLY select the specific industry skills that you consider yourself to be very knowledgeable about, with a high level of competency.

Electrical Industry Skills

What types of systems have you worked with? (Select all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Access Control | <input type="checkbox"/> Hydraulic Systems | <input type="checkbox"/> Radio-RF |
| <input type="checkbox"/> Building Management | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Manufacturing Equipment | <input type="checkbox"/> Signaling Systems |
| <input type="checkbox"/> Climate Control | <input type="checkbox"/> Mechanical Systems | <input type="checkbox"/> Solid State |
| <input type="checkbox"/> Data | <input type="checkbox"/> Medium Voltage | <input type="checkbox"/> Street & Highway Lighting |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Overhead Cranes | <input type="checkbox"/> Traffic Signaling |
| <input type="checkbox"/> Emergency Critical Load (computer) Distribution Systems | <input type="checkbox"/> Pneumatic Systems | <input type="checkbox"/> Transistorized Subsystems |
| <input type="checkbox"/> Fire Systems | <input type="checkbox"/> Power Distribution | <input type="checkbox"/> Voice/Telecom |
| <input type="checkbox"/> High Voltage | | |

What types of wiring have you worked with? (Select all that apply)

- | | | | | |
|------------------------------|-------------------------------|-------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> 110 | <input type="checkbox"/> 4160 | <input type="checkbox"/> Cat5 | <input type="checkbox"/> Fiber Optic | <input type="checkbox"/> Phone |
| <input type="checkbox"/> 220 | <input type="checkbox"/> 480 | <input type="checkbox"/> Coax | | |

What specific parts, accessories, or fixtures have you worked with? (Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> 3-Way Switches | <input type="checkbox"/> Electrical Switchgear Assemblies | <input type="checkbox"/> Motors |
| <input type="checkbox"/> AC | <input type="checkbox"/> Fluorescent Lighting | <input type="checkbox"/> Outlets |
| <input type="checkbox"/> Attic Fans | <input type="checkbox"/> Fuse Box | <input type="checkbox"/> Panel Boards |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Fuses | <input type="checkbox"/> PLC |
| <input type="checkbox"/> Circuit Breaker Box | <input type="checkbox"/> Generators | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Conduit Pipe | <input type="checkbox"/> Halogen Lighting | <input type="checkbox"/> Service Box |
| <input type="checkbox"/> Conduit Tubing | <input type="checkbox"/> Intercoms | <input type="checkbox"/> Terminals |
| <input type="checkbox"/> Control Panel | <input type="checkbox"/> Lighting Fixtures - Recessed | <input type="checkbox"/> Transformers |
| <input type="checkbox"/> DC | <input type="checkbox"/> Lighting Fixtures – Surface Mount | <input type="checkbox"/> Variable Frequency Drive |
| <input type="checkbox"/> Dimmer Switches | <input type="checkbox"/> Load Centers | <input type="checkbox"/> Wall Switch |
| <input type="checkbox"/> Electric Meter | <input type="checkbox"/> Motor Controls | |

Electrical Industry Skills Continued

What Applications do you have experience with? (Select all that apply)

- | | | | | |
|--------------------------------------|--|--|---|--------------------------------------|
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Floating Floor | <input type="checkbox"/> Industrial | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Government Projects | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Off-Shore | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Hospitals/Medical | <input type="checkbox"/> Marine | <input type="checkbox"/> Public Utilities | |

What Job Functions have you performed? (Select all that apply)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Activity Reporting
<input type="checkbox"/> Activity Tracking
<input type="checkbox"/> Advertising (broadcast)
<input type="checkbox"/> Advertising (online)
<input type="checkbox"/> Advertising (print)
<input type="checkbox"/> Air Hammer Operation
<input type="checkbox"/> ANSI
<input type="checkbox"/> Appliance Installation
<input type="checkbox"/> Assembling
<input type="checkbox"/> Budgeting
<input type="checkbox"/> Building Codes
<input type="checkbox"/> Business Development
<input type="checkbox"/> Call Center Management
<input type="checkbox"/> Carpentry
<input type="checkbox"/> Change Orders
<input type="checkbox"/> Channel Development
<input type="checkbox"/> Client Interaction
<input type="checkbox"/> Client/Account Management
<input type="checkbox"/> Cold Calling
<input type="checkbox"/> Commission Development
<input type="checkbox"/> Computer Literate
<input type="checkbox"/> Conduit Benders
<input type="checkbox"/> Connect Wires
<input type="checkbox"/> Consultative Selling
<input type="checkbox"/> Contract Negotiations
<input type="checkbox"/> Contract/Proposal Preparation
<input type="checkbox"/> Conventions/Trade Shows
<input type="checkbox"/> Customer Service
<input type="checkbox"/> Data Entry
<input type="checkbox"/> Department Forecasting
<input type="checkbox"/> Design/Build
<input type="checkbox"/> Designer
<input type="checkbox"/> Develop Relationships/Alliances
<input type="checkbox"/> Dispatching
<input type="checkbox"/> Drafting
<input type="checkbox"/> Draftsman
<input type="checkbox"/> Driving | <input type="checkbox"/> Drywall Repair
<input type="checkbox"/> Electrical Compatibility
<input type="checkbox"/> Engineer/PE
<input type="checkbox"/> Estimator
<input type="checkbox"/> Executive
<input type="checkbox"/> Expense Reports
<input type="checkbox"/> Fabricating
<input type="checkbox"/> Facility Manager
<input type="checkbox"/> Field Supervisor
<input type="checkbox"/> Forecasting
<input type="checkbox"/> Foreman
<input type="checkbox"/> General Construction
<input type="checkbox"/> General Manager
<input type="checkbox"/> Goal Setting
<input type="checkbox"/> IEEE
<input type="checkbox"/> Inspector
<input type="checkbox"/> Install Conduit
<input type="checkbox"/> Installation
<input type="checkbox"/> Installation - New Construction
<input type="checkbox"/> Instructor
<input type="checkbox"/> International
<input type="checkbox"/> Inventory Control
<input type="checkbox"/> Journeyman
<input type="checkbox"/> Layout
<input type="checkbox"/> Lead Generation
<input type="checkbox"/> Lead Management
<input type="checkbox"/> Leadership
<input type="checkbox"/> Machine Operator
<input type="checkbox"/> Maintenance
<input type="checkbox"/> Maintenance - Apartment
<input type="checkbox"/> Manager
<input type="checkbox"/> Manufacturer Rep
<input type="checkbox"/> Market Analysis
<input type="checkbox"/> Material Handler
<input type="checkbox"/> National Electrical Code
<input type="checkbox"/> NEC Standards
<input type="checkbox"/> Negotiate Contracts | <input type="checkbox"/> NETA
<input type="checkbox"/> OEM
<input type="checkbox"/> Operate Power Tools
<input type="checkbox"/> Operations Manager
<input type="checkbox"/> P&L
<input type="checkbox"/> Plan-O-Grams/Schematics
<input type="checkbox"/> Plan/Spec
<input type="checkbox"/> Planning
<input type="checkbox"/> Policy/Procedure Development
<input type="checkbox"/> Power Tools
<input type="checkbox"/> Prepare Financial Reports
<input type="checkbox"/> Presentation Preparation
<input type="checkbox"/> Preventative Maintenance
<input type="checkbox"/> Product Demonstration
<input type="checkbox"/> Production
<input type="checkbox"/> Production Specialist
<input type="checkbox"/> Project Management
<input type="checkbox"/> Project Scheduling
<input type="checkbox"/> Promotions Development
<input type="checkbox"/> Proposal Development
<input type="checkbox"/> Proposal Presentation
<input type="checkbox"/> Prospecting/Lead Generation
<input type="checkbox"/> Punch List
<input type="checkbox"/> Purchase Orders
<input type="checkbox"/> Purchasing
<input type="checkbox"/> Quality Assurance/Control
<input type="checkbox"/> Read Blueprints
<input type="checkbox"/> Read Schematics
<input type="checkbox"/> Report Generation
<input type="checkbox"/> Reporting
<input type="checkbox"/> Research
<input type="checkbox"/> Rewire Structures
<input type="checkbox"/> Rough-In
<input type="checkbox"/> Run Wiring in Conduits
<input type="checkbox"/> Run Wiring Underground
<input type="checkbox"/> Safety
<input type="checkbox"/> Safety Coordinator | <input type="checkbox"/> Sales
<input type="checkbox"/> Sales - In Home
<input type="checkbox"/> Sales - Retail
<input type="checkbox"/> Sales - Wholesale
<input type="checkbox"/> Sales - Residential
<input type="checkbox"/> Sales Management, Area
<input type="checkbox"/> Sales Management, National
<input type="checkbox"/> Sales Management, Regional
<input type="checkbox"/> Sales Training Development
<input type="checkbox"/> Service
<input type="checkbox"/> Service Agreements
<input type="checkbox"/> Shipping Coordination
<input type="checkbox"/> Shipping/Receiving
<input type="checkbox"/> Sizing Wires/Cables
<input type="checkbox"/> Soldering
<input type="checkbox"/> Staffing
<input type="checkbox"/> Strategic Alliances
<input type="checkbox"/> Superintendent
<input type="checkbox"/> Supervision
<input type="checkbox"/> Take-offs
<input type="checkbox"/> Team Building
<input type="checkbox"/> Telemarketing - Inbound
<input type="checkbox"/> Telemarketing - Outbound
<input type="checkbox"/> Territory Management
<input type="checkbox"/> Test Meter Operation
<input type="checkbox"/> Tracing Short Circuits
<input type="checkbox"/> Trainer
<input type="checkbox"/> Troubleshooting
<input type="checkbox"/> Using Ammeters
<input type="checkbox"/> Using Ohmmeters
<input type="checkbox"/> Using Oscilloscopes
<input type="checkbox"/> Using Voltmeters
<input type="checkbox"/> Vendor Coordination
<input type="checkbox"/> Wiring-Connecting
<input type="checkbox"/> Wiring-Installation
<input type="checkbox"/> Wiring-Testing |
|---|--|---|--|

What Computer related experience do you have? (Select all that apply)

- | | | | | |
|-----------------------------------|--|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> ACT | <input type="checkbox"/> Estimation (software) | <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS Word | <input type="checkbox"/> SalesLogix |
| <input type="checkbox"/> Approach | <input type="checkbox"/> Goldmine | <input type="checkbox"/> MS Office | <input type="checkbox"/> QuickPen | <input type="checkbox"/> WinSales |
| <input type="checkbox"/> AutoCad | <input type="checkbox"/> MS Access | <input type="checkbox"/> MS PowerPoint | | |

Certifications & Licenses

What Certifications & Licenses do you have? (Select all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Apprentice Electrician License | <input type="checkbox"/> Master Electrician License | <input type="checkbox"/> Registered Professional Engineer |
| <input type="checkbox"/> Journeyman Electrician License | | |

Include State and License Numbers for any licenses selected above, if applicable: _____

Other Licenses & Certifications held: _____

Additional Information

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. If you have a resume, please include it with this application.

[illegible]

Professional References

Please list 3-4 people you have worked with who can attest to your On-the-Job experience and performance.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Telephone (_____) _____	Telephone (_____) _____
Email Address _____	Email Address _____
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Telephone (_____) _____	Telephone (_____) _____
Email Address _____	Email Address _____

Did you complete this application yourself? ☐ Yes ☐ No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with JPE Electrical Contractor Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with JPE Electrical Contractor Inc., it will be on an at-will basis. This means that either JPE Electrical Contractor Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by JPE Electrical Contractor Inc. I release JPE Electrical Contractor Inc., and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize JPE Electrical Contractor Inc. to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release JPE Electrical Contractor Inc. and its employees from all liability arising from such investigation.

Signature of Applicant: _____ **Date:** ____/____/____

Print Name: _____

JPE Electrical Contractor Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with JPE Electrical Contractor Inc. depends solely on your qualifications.