



APPLICATION FOR EMPLOYMENT

Three-C Electrical Co., Inc. does not discriminate in hiring or employment on the basis of race, color, religion, sex (including pregnancy), age, national origin, disability, genetic information, veteran status or any other classification protected by federal, state, or local law. We offer reasonable accommodation to qualified disabled applicants who are capable, with or without reasonable accommodation, of performing the essential functions of the job. No question on this application is intended to secure information to be used for such discrimination.

PLEASE PRINT

NAME:			
	Last	First	Middle Int.
ADDRESS:			
	City	State	Zip
TELEPHONE:	()		
OTHER PHONE:	()		

Position(s) Applied For:		Date of Application:	/ /
--------------------------	--	----------------------	-----

Salary Requirements: \$ _____

How did you learn about us?
 Advertisement
 Friend
 Walk In
 Employment Agency
 Relative
 Other: _____

Type of Employment Desired?
 Full Time
 Part Time
 Weekend
 Seasonal
 Hours per Week _____ Shift _____

On what date would you be available to work for us?	
---	--

- Has Three-C Electrical Company ever employed you? Yes No
 Reason for Leaving: _____ Dates Employed: _____ to _____

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

- Have you ever been convicted of a felony? Yes No
 If yes, please explain: _____

- Have you been convicted of a misdemeanor within the last five years? Yes No
 If yes, please explain: _____

- Are you legally authorized to work in the U.S.? Yes No

EDUCATIONAL BACKGROUND	School Name / Location	Course of Study	* Dates Attended (From/To)	Years Completed	Degree or Diploma
High School					
Technical or Other					
Undergraduate College					
Graduate College					

* This information may be sought for the purpose of checking references. Please be advised that Three-C Electrical Company may require a copy of transcript and/or diploma from all schools attended.

Describe any specialized training, apprenticeship and extra curricular activities.
Describe any honors you have received.
State any additional information you feel may be helpful to us in considering your application.

SPECIAL SKILLS AND QUALIFICATIONS

Please indicate any additional skills and qualifications you may wish us to consider (e.g. foreign languages, license(s), certification(s), specialized courses, machines operation, etc.):

REFERENCES

List the name, address and telephone number of three references, other than family members, that have knowledge of your ability to do the job for which you are applying:

NAME	RELATIONSHIP	ADDRESS	TELEPHONE

EMPLOYMENT HISTORY

List present and past employment, beginning with your most recent. Verified work performed on a volunteer or unpaid basis may be included in history of experience. A resume may be attached to this application however; any section or question contained on this form, which is not addressed in the resume should be answered on this form. Include your most recent and all pertinent employment. If more space is needed, write on the back of this form.

Company Name, Address and Type of Business	From:	To:
	Job Title:	
Telephone: ()	Supervisor Name:	
Description of Work Performed:		
Reason for Leaving:		Last Wage: \$

Company Name, Address and Type of Business	From:	To:
	Job Title:	
Telephone: ()	Supervisor Name:	
Description of Work Performed:		
Reason for Leaving:		Last Wage: \$

Company Name, Address and Type of Business	From:	To:
	Job Title:	
Telephone: ()	Supervisor Name:	
Description of Work Performed:		
Reason for Leaving:		Last Wage: \$

Company Name, Address and Type of Business	From:	To:
	Job Title:	
Telephone: ()	Supervisor Name:	
Description of Work Performed:		
Reason for Leaving:		Last Wage: \$

APPLICANT'S STATEMENT

I certify that all the statements herein are true and complete. I understand and agree that any misrepresentation and/or withholding of information on this application may result in rejection of this application and/or termination of my employment.

I give Three-C Electrical Company the right to investigate all references and to secure additional information about me in connection with my application. This may include a background or criminal records check, motor vehicle/driving record check, and/or drug test as required by the position for which I am applying. I hereby release from liability Three-C Electrical Company and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand and agree that a physical examination may be required for employment.

Furthermore, I understand that, if I am hired, my employment with Three-C will be at will and just as I am free to resign at any time, Three- C Electrical Company has the right to terminate my employment at any time, with or without cause and without prior notice.

Printed Name _____

Signature of Applicant _____ Date _____

Three-C Electrical Co., Inc.
www.three-c.com

190 Pleasant Street
Ashland, MA 01721
P: 508-881-3911
F: 508-881-4814

79 Leighton Road, Suite 9
Augusta, ME 04330
P: 800-649-6314
F: 207-782-0162



EEOC REQUIRED INFORMATION FORM

**VOLUNTARY SELF-IDENTIFICATION
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state or local law. The information below will be used only in the compilation of data for affirmative action reporting. Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to or, if applicable, after hire. Please return this page with your application.

PLEASE COMPLETE IN FULL:

Date: _____ Position applied for: _____
Name: _____
Social Security # _____
Sex: (Circle appropriate response) Male Female
Date of birth: _____ Applicant's zip code: _____

RACE/ETHNICITY: (Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

- _____ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- _____ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- _____ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- _____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- _____ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.
- _____ **Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

VETERAN STATUS: (Please check one if it describes your veteran status.*)

- _____ **SPECIAL DISABLED VETERAN:** Means (A) a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability or (B) a person who was discharged or released from active duty because of a service-connected disability.
- _____ **VIETNAM ERA VETERAN:** A Vietnam Era veteran is a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975; or (3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961, & May 7, 1975.

* Veteran status may only be requested after a job offer is made.