



Electric Motor Services

Southern Apparatus Services, Inc.  
 AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER  
 A DRUG FREE WORKPLACE

## EMPLOYMENT APPLICATION

**PERSONAL DATA** (Please Type or Print)

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY
ADDRESS	CITY	STATE	ZIP AREA CODE / TELEPHONE
Are you at least 18 years of age?	If Hired, can you furnish proof that you are eligible to work in the United States?		
What position or type of work are you applying for?		Salary Expected	
Present Income	Date Available for Work		

This company is an Equal Opportunity Employer. In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, veteran status or the presence of a non-job related medical condition or disability.

**EDUCATION** (Applicants may be asked to furnish transcripts of school or college work.)

Names and Location of Schools	Last Grade Completed	Graduated?		Class Standing		
		YES	NO	TOP 1/3	MDL 1/3	BTM 1/3
High School		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College or University		<input type="checkbox"/>	<input type="checkbox"/>	Degree Received Major, Minor, Subjects, GPA		
Graduate School		<input type="checkbox"/>	<input type="checkbox"/>			
Special Schooling - Business / Vocational		<input type="checkbox"/>	<input type="checkbox"/>			
Scholastics Honors, Scholarships, etc.						
Offices in Campus Societies or Organizations (Omit ethnic or religious groups)						

**ACTIVITIES**

List Trade or Professional Organizations of which you are a member.

List Hobbies and Recreational interest

**ADDITIONAL DATA**

Typing Speed

Shorthand Speed

List office equipment, office machines, data processing equipment, and software with which you are familiar.

Familiarity of language proficiencies other than English.

**PROFESSIONAL REFERENCES** (If none, list personal references.)

NAME	TELEPHONE NUMBER	OCCUPATION	YEARS KNOWN
ADDRESS			
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ADDRESS			
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ADDRESS			

**GENERAL INFORMATION**

(Complete this section during your interview with a company representative)

Are you able to perform essential functions of the job which you are applying as they have been described to you with or without accommodations? Yes _____ No _____	
Are you willing to work overtime & weekends? Yes _____ No _____	Are you willing to travel? Yes _____ No _____
Have you every been convicted of a felony? Yes _____ No _____ If yes, explain:	

Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated with respect to time, seriousness and circumstances in respect to the job for which you are applying.

**U.S. MILITARY SERVICES**

Have you ever been a member of the Armed Forces of the United States? Yes _____ No _____
Duties or Special Skills Developed

**EMPLOYMENT HISTORY**

(List full-time work only, attach additional sheet if necessary. Start with most recent position.)

EMPLOYER		ADDRESS (City and State)
DATE STARTED	STARTING SALARY / WAGE \$ _____ Per Hour (month)	STARTING POSITION
DATE ENDED	ENDING SALARY / WAGE \$ _____ Per Hour (month)	POSITION AT LEAVING
NAME AND TITLE OF SUPERVISION		REASON FOR LEAVING
BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES		
EMPLOYER		ADDRESS (City and State)
DATE STARTED	STARTING SALARY / WAGE \$ _____ Per Hour (month)	STARTING POSITION
DATE ENDED	ENDING SALARY / WAGE \$ _____ Per Hour (month)	POSITION AT LEAVING
NAME AND TITLE OF SUPERVISION		REASON FOR LEAVING
BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES		
EMPLOYER		ADDRESS (City and State)
DATE STARTED	STARTING SALARY / WAGE \$ _____ Per Hour (month)	STARTING POSITION
DATE ENDED	ENDING SALARY / WAGE \$ _____ Per Hour (month)	POSITION AT LEAVING
NAME AND TITLE OF SUPERVISION		REASON FOR LEAVING
BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES		

1. I certify that all statements contained in this application or made in conjunction with it are true and correct, and any misrepresentation or omission of facts called for are grounds for disqualification from employment or may result in dismissal, should I be employed whenever the correct information becomes known to *Southern Apparatus Services, Inc.*
2. I understand that this application for employment does not in any way constitute an offer of employment or a contract or employment. Employment with *Southern Apparatus Services, Inc.* is not by contract express or implied. Furthermore, should I be employed, I understand that my employment is for no definite duration, but is an "at will" basis and no representative of the Company has the authority to make any assurances to the contrary except by the President of the Company.
3. I give *Southern Apparatus Services, Inc.* the right to investigate all references and the right to secure additional information about me including the right to obtain investigative reports made through consumer reporting agencies. Furthermore, I authorize all my current and former employers, school officials, instructors, or any other persons, whether or not named in this application, to give *Southern Apparatus Services, Inc.* any information they may have regarding me, whether or not such information is written in records. I release *Southern Apparatus Services, Inc.* and its representatives from any liability for any damages whatsoever resulting from their requesting reference information regarding me. I release those companies, agencies and individuals supplying reference information from any liability for any damages whatsoever resulting from the giving of such information.
4. If hired by *Southern Apparatus Services, Inc.* I will never except as required in the performance of my duties for Southern Apparatus Services, Inc. use or disclose to others information or data that is confidential to my employer, i.e., information that is not generally available to the public relating to the business or my employer including trade secrets, as well as information pertaining to research, development, manufacturing, marketing, merchandising, and selling activities. I also agree that all papers, keys, identification cards, credit cards, tools, equipment, or other property furnished by *Southern Apparatus Service, Inc.* or which prepared or made, in whole or in part, at any time while employed by my employer, shall be property of my employer, and upon its request or the terminating of my employment, I will promptly surrender such property to *Southern Apparatus Services, Inc.*
5. If hired by Southern Apparatus Services, Inc. I will promptly disclose and I hereby assign all rights to my employer to any inventions, improvements or ideas relating to products, machinery, processes or technology of my employer, which I make individually or jointly with others, including those made on my own time, while employed by my employer and for one (1) year thereafter, I will also promptly complete all idea records; patent applications, foreign and domestics; and other documents as requested by my employer to protect the rights of these inventions, improvement or ideas.
6. I certify that I have read the job description (or in the absence of the job description, the essential functions of the job have been described to me) which sets forth the essential functions of the job for which I have applied
7. If I extended an offer to work for *Southern Apparatus Services, Inc.*, I acknowledge that my employment is still contingent upon passing any drug test.
8. I understand that if employed, all of *Southern Apparatus Services, Inc.* policies and procedures including its policy manuals and documents (in whole or in part), do not constitute a contract or employment and that I agree to read and familiarize myself with all written policies and procedures (including the policy manual). These policies and practices are subject to modification by *Southern Apparatus Services, Inc.* without notice.
9. I understand that the application is current for sixty (60) days following the date entered below. At the conclusion of sixty (60) days, if I have not heard from *Southern Apparatus Services, Inc.* And still wish to consider for employment, it will be necessary to fill out a new application.
10. The above is subject to modification only by written agreement signed by applicant and an authorized representative from *Southern Apparatus Services, Inc.*

**My signature below certifies that I have read and understand the above ten paragraphs.**

\_\_\_\_\_  
Signature Date

Accepted by employer this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Authorized Representative of Employer

**DO NOT WRITE IN THIS SPACE - FOR COMPANY USE ONLY**

Date Employed \_\_\_\_\_ Status \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ per \_\_\_\_\_

Job Position \_\_\_\_\_ Department \_\_\_\_\_ Clock No. \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Application Information Check By: Name \_\_\_\_\_ Date \_\_\_\_\_