



CV Services, Inc.
 10 North Frederick Street
 Mechanicsburg, PA 17055

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APPLICATION FOR EMPLOYMENT

CV Services is an equal opportunity employer. All applicants are considered without regard to race, age, color, gender, ethnic group, national origin, religion, citizenship, marital status, sexual orientation, veteran status, physical or mental disability, or medical condition.

PERSONAL INFORMATION

| | | | |
|--|-----------------------|----------------|--|
| Last Name | First | Middle Initial | Today's Date |
| Address | | | SS# |
| Home Telephone () | Work Telephone () | Email | Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever interviewed or been employed with this company before? If yes, provide date(s), location(s), and position(s) applied for: | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

EMPLOYMENT DESIRED

| | |
|--|--|
| Position Applied for: | Desired Pay: |
| Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No | Start Date: |
| How did you find out about this position? | |
| Would you like to work: (check all that apply) | <input type="checkbox"/> Full-time only <input type="checkbox"/> Part-time only <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time or Part-time |
| Do you have any kind of work restrictions for the applied position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: | |

SKILLS (not all may be necessary for the job you seek)

Please fill out an evaluation of your skills:

| | |
|--|---|
| Foreman Abilities | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Blue Print Reading | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Layout of Work | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Bending Conduit | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Installation and Layout of Branch Circuits | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Fire Alarm & Security System Installations | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Telephone / Data Wiring | Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> At Little <input type="checkbox"/> Not At All <input type="checkbox"/> |
| Certificate / Licenses: | Apprentice ___yr, Journeyman <input type="checkbox"/> , Master <input type="checkbox"/> location _____ |

EDUCATION

| Level | Name and Address | Date Graduated/ Level Completed | Major Studies | Degree/Diploma License/Certificate |
|---|------------------|------------------------------------|---------------|---------------------------------------|
| High School | | | | |
| Vocational, Apprentice Training, or Other | | | | |

MILITARY

| Branch | Dates of Service | Final Rank | Assignment |
|--------|------------------|------------|------------|
| | | | |
| | | | |

Are you now a member of the National Guard? Yes No

EMPLOYMENT HISTORY

Please list employment record, starting with the most recent.

| | | | |
|-----------|----------------------------------|----------------------------------|--------------------|
| Dates | Employer Name and Address | Supervisor Name and Job Title | Phone # |
| Job Title | | | Reason for Leaving |

Duties, Responsibilities, Promotions

Salary
Start:
End:

| | | | |
|-----------|----------------------------------|----------------------------------|--------------------|
| Dates | Employer Name and Address | Supervisor Name and Job Title | Phone # |
| Job Title | | | Reason for Leaving |

Duties, Responsibilities, Promotions

Salary
Start:
End:

EMPLOYMENT HISTORY (cont.)

| | | | |
|-----------|----------------------------------|----------------------------------|--------------------|
| Dates | Employer Name and Address | Supervisor Name and Job Title | Phone # |
| Job Title | | | Reason for Leaving |

| | | | |
|--------------------------------------|---------------------------|-------------------------------|--------------------------|
| Duties, Responsibilities, Promotions | | | Salary Start: End: |
| Dates | Employer Name and Address | Supervisor Name and Job Title | Phone # |
| Job Title | | | Reason for Leaving |
| Duties, Responsibilities, Promotions | | | Salary Start: End: |

***You are required to fill out **Attachment "A"** Reference Release for Applicants

REFERENCES

Please provide three references (not relatives or previous employers).

| | | |
|------|---------|---------------|
| Name | Address | Phone: |
| | | Relationship: |
| | | Years Known: |
| Name | Address | Phone: |
| | | Relationship: |
| | | Years Known: |
| Name | Address | Phone: |
| | | Relationship: |
| | | Years Known: |

GENERAL

| | | |
|---|--------|-------|
| Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will you be able to perform the job functions for the position you are applying for with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Have you ever been convicted of a Felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: | | |
| Criminal and Child Abuse Background Checks is a requirement of employment. Would you submit to these background checks? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Drug Testing may be a requirement for employment. Would you submit to this testing? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Do you have a current driver license? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a method of being transported to work? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Driver's License #: | State: | Type: |

APPLICANT STATEMENT

I understand and agree to the following:

This application is not a contract of employment.

Should the employer hire me and should any of the information I have given in this application be found false, misleading, or incomplete, I shall be subject to dismissal.

The employer follows an "at will" employment policy, meaning I or the employer may terminate employment at any time for any reason consistent with applicable law.

All hired persons must provide proof of identity and authorization to work in the US. Failure to produce such proof will result in denial of employment.

I authorize investigation of all statements given on this application. The employer may contact any educational institution, reference, or employer listed on this application, except my current employer if so noted, to verify the information I have given. I hereby release all involved parties from any liability arising from such an investigation.

I certify that all the information given in this application is complete and true.

Signature of Applicant

Date

Attachment A

Part I

REFERENCE RELEASE FOR APPLICANTS

In exchange for consideration for employment by CV Services ("the Company"), I hereby authorize any company, person, or educational institution I listed as a reference on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to: dates of employment, salary, job description, personal attributes, disciplinary action(s), and opinions regarding my job performance. I will hold the Company and the Company's employees, directors, officers, and successors as well as any company, person, or educational institution I have listed as a reference free from liabilities, claims, and causes of action, known or unknown, contingent or fixed, for providing or receiving any information regarding my qualifications for employment. I also agree not to file any lawsuit or other action to assert a claim.

Print Name

Signature

Date

Part II (to be filled out by employer)

PREVIOUS EMPLOYER REQUEST FORM

Employee _____ **Date of Employment** _____

Previous Employer please fill out the following information request form:

Daily Attendance: Never Absent ___ Sometimes Absent ___ Always Absent ___
Daily Arrival on time: Never Tardy ___ Sometimes Tardy ___ Always Tardy ___

| | | | |
|-------------------|---------------|----------|----------|
| Electrical Skills | Excellent ___ | Good ___ | Poor ___ |
| Takes Direction | Excellent ___ | Good ___ | Poor ___ |
| Team Member | Excellent ___ | Good ___ | Poor ___ |
| Attitude | Excellent ___ | Good ___ | Poor ___ |

Position Foreman ___ Electrician ___ Apprentice ___

Pay Rate \$ _____ HR Employment Period _____ to _____
Would You Rehire this Employee Yes ___ No ___

Comments: _____

Person Completing Form _____ Title _____ Date _____
Employer _____ Phone (____)-____-____ Fax (____)-____-____