



## EMPLOYMENT APPLICATION

**SOUTHWEST INDUSTRIAL ELECTRIC**

4557 YORK BLVD  
LOS ANGELES, CA 90041

*AN EQUAL OPPORTUNITY EMPLOYER*

**Please print your responses. The employer is sometimes referred to below as “Company.”**

### IDENTIFICATION:

Date:

\_\_\_\_\_

Name [last name first]:

\_\_\_\_\_

[last]

[first]

[middle]

Current address:

\_\_\_\_\_

[number and street]

[city]

[state]

[zip code]

Permanent address  
(if different from above):

\_\_\_\_\_

[number and street]

[city]

[state]

[zip code]

Contact No.: \_\_\_\_\_ Alternate Contact No.: \_\_\_\_\_

Referred by: \_\_\_\_\_

### EMPLOYMENT APPLIED FOR:

Position: \_\_\_\_\_

Are you applying for:

Salary Desired: \_\_\_\_\_

Full Time

Temporary/Seasonal

Part Time

Other than time off for reasons related to your religion, a disability, or a medical condition, please list any days or times when you are unavailable to work: \_\_\_\_\_

Date you are able to start if hired: \_\_\_\_\_

If hired, would you have reliable means of transportation to and from work?  Yes  No

Are you currently employed?  Yes  No

If so, may we request information from your present employer?  Yes  No

Other than time off for reasons related to your religion, a disability, or a medical condition are you available:

- a) to work weekends?  Yes  No
- b) to work overtime if needed?  Yes  No

Have you ever applied for work with this Company before?  No  Yes (If yes, when? \_\_\_\_\_)

**PERSONAL INFORMATION:**

<b>EDUCATION:</b>	Name and Location of Institution	No. of Years Attended	Did you Graduate?	Name of Degree or Diploma?	Subjects Studied
Trade, Vocational Business or Correspondence School			Yes ____ No ____		
College or University			Yes ____ No ____		
High School			Yes ____ No ____		

**GENERAL:**

Do you possess any other background, training, skills or knowledge that qualifies you for the position applied for?

If yes, please specify:

---

---

---

Are you 18 years of age or older?  Yes  No (If no, you may be required to provide an applicable work permit(s))

If you are applying for a professional position, please provide applicable information:

Type of license or certificate: \_\_\_\_\_ Number: \_\_\_\_\_  
State where issued: \_\_\_\_\_ Date: \_\_\_\_\_

Has the license or certificate been suspended or revoked at any time?  Yes  No

If yes, please explain why, including dates of suspension/revocation and of reinstatement:

---

I have read and I understand the job description for the position being applied for:  Yes  No

I am able, with or without reasonable accommodations, to perform the essential aspects of the position I am applying for:

Yes  No

If not, then please state the job functions that cannot be carried out:

---

(NOTE: This Company complies with applicable law, which can include the federal Americans with Disabilities Act and/or California's Fair Employment and Housing Act, and will thus strive to implement measures needed to reasonably

accommodate qualified applicants and employees to handle essential functions of a job. Hiring may be conditioned on passing a medical examination and/or tests of dexterity and skill.)

**HISTORY OF EMPLOYMENT:**

[List employment experience for the past seven years, starting with last one first]

Date [Mo. and Year]	Name, Address and Telephone No. of Employer	Industry	Position(s) and Primary Responsibilities	Reason for Departure
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

During the past seven years, have you ever been discharged, suspended, or asked to resign from any position not specified above?

Yes     No    If yes, please explain: \_\_\_\_\_

Have you signed or otherwise agreed to any non-solicitation, non-competition or other similar agreement with any prior

employer?  Yes  No If yes, please explain: \_\_\_\_\_

**PROFESSIONAL REFERENCES:**

Please list three non-family member professional references (other than those listed as current/former supervisor) that we may contact who can provide first-hand information of your work skills and performance within the past four years.

Name	Address and Telephone No.	Business/Type of Acquaintance	Occupation

**CRIMINAL HISTORY FAIR CHANCE LAWS:**

Company will consider qualified applicants with criminal histories in a manner consistent with applicable state and local “fair chance” laws. Unless otherwise expressly required by applicable law for the position you are applying for, you do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Company is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Please fully read and understand the text below, initial separately at each paragraph, and date and sign at the bottom:**

1. \_\_\_\_\_ I have completed this application for employment as well as any and all other related or supplemental documents personally and all the answers supplied in this application and the other documents are complete and accurate. I understand that any misrepresentation, falsification or omission of, or failure to disclose, any important information in this application shall be grounds for the Company, on discovery of the problem, to reject the application or, if I am employed, to immediately terminate employment regardless of how much time I have worked for the Company prior to the discovery.
2. \_\_\_\_\_ I authorize the Company to research and investigate, through the references I have supplied and through any other lawful means, my employment history, education, skills and any other matter related to my qualifications for the position applied for in accordance with applicable law. I similarly authorize the references I have supplied to disclose to the Company -- and, unless otherwise required by law, without any notice to me of such disclosure -- any and all reports, transcripts, letters and other records and documents related to my past work, education and any other matter related to my qualifications for employment in accordance with applicable law. I hereby release the Company, all my past employers, all my past educational institutions and all other individuals, corporations, partnerships and organizations from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such research, investigation and/or disclosure.
3. \_\_\_\_\_ Having read and understood the attached job description (**Attachment 1**), I acknowledge and agree that in order to enable the Company to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, the Company may engage in a testing and interview

process. The tests may include but not be limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company's standards for performance, interpersonal relations and competence on the job. To the full extent permitted by law, I hereby release the Company and any and all Company employees, representatives, associated testing services and any and all other individuals, corporations, partnerships and organizations from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such testing and interview processes, including but not limited to claims based on any state or federal rights of privacy.

4. \_\_\_\_\_ **Arbitration Provision** [OPTIONAL PARAGRAPH – I UNDERSTAND MY REFUSAL TO INITIAL THIS PARAGRAPH WILL NOT DISQUALIFY ME AS A CANDIDATE FOR THE APPLIED-FOR JOB POSITION] By initialing this paragraph, I acknowledge and agree any claim, controversy, or dispute that arises from and/or in connection with my submission of this application and/or the application process and/or my association with Company (together, “Claims”) that cannot be resolved by initial direct communications between the Company and me shall be resolved by binding arbitration. I UNDERSTAND BY AGREEING TO ARBITRATION I AM VOLUNTARILY GIVING UP ANY RIGHT I MAY HAVE TO A JUDGE OR JURY WITH REGARD TO SUCH “CLAIMS.” Nothing in this arbitration provision shall be interpreted to mean I am precluded from filing complaints with the California Civil Rights Department (CRD), and/or federal Equal Employment Opportunity Commission (EEOC), and National Labor Relations Board (NLRB). The Federal Arbitration Act (FAA) shall govern interpretation, enforcement, and all proceedings pursuant to arbitration. To the extent the FAA is inapplicable, California arbitration law shall apply. The American Arbitration Association (AAA) shall administer the arbitration before a single arbitrator unless another third-party arbitrator is agreed upon in writing by both parties. The arbitration shall be conducted either in accordance with AAA’s Employment Arbitration Rules and Procedures which are in effect at the time of the arbitration (see [www.adr.org/employment](http://www.adr.org/employment)) or, if an alternative arbitrator is agreed upon, in accordance with the then current rules and procedures of that third party arbitrator. The arbitrator is prohibited from imposing any type of fees, cost, or expense upon me that I would not be required to bear if I were free to bring a legal action in court. The arbitrator shall issue a written opinion stating the essential findings and conclusions on which the arbitrator’s award is based. Except as expressly prohibited by law, each side waives its right to bring or participate in a class or collective action or representative claim in any state or federal court (“Class Claims”). To the extent a class or collective action or representative claim may not be waived, I agree to stay any such claims until after all individual claims subject to arbitration are fully resolved. Class action procedures shall not be asserted, nor will they apply in any such arbitration, and the party bringing the claim shall not seek to represent Class Claims in arbitration. In the event I am hired by the Company, then if Company has published policies and procedures for resolution, mediation, and arbitration of disputes with employees, such policies/procedures/arbitration agreement shall replace this arbitration provision.
5. \_\_\_\_\_ I understand that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. I further understand that all offers of employment may also be conditioned on Company’s receipt of acceptable responses or results to reference inquiries, background checks including criminal history, drug tests and/or a pre-employment medical examination. I further understand that to the extent permitted by law, employment with Company may also be conditioned on my signing an arbitration agreement which includes a class action waiver.
6. \_\_\_\_\_ I understand that nothing in this application and nothing in communications between me and Company representatives or associates during the application, interview and/or testing process is intended to create an offer of employment or a contract of employment between me and the Company. **If hired by the Company, nothing in this application, nothing in communications between me and Company representatives or associates during the application, interview and/or testing process and nothing in my employment is intended to create or should be construed to create anything other than “at-will”**

**employment for no definite or determinable period that may be terminated by either me or the Company at any time, for any reason or no reason at all and without prior notice.** I further acknowledge and agree that any promises or representations that contradict any of the above paragraphs are only binding on the Company if signed in writing by me and an authorized Company representative.

- 7. \_\_\_\_\_ During this application process, I will not use or disclose any trade secret or other confidential proprietary information I obtained from my prior or current employer(s) or any other parties that I am prohibited from using or disclosing. I further acknowledge and agree that I will not use or disclose to anyone else any trade secret or other confidential proprietary information which Company may disclose to me during this application process. I also acknowledge that I have no restrictions on my ability to work for Company and/or would not be violating any restrictions, including but not limited to any covenants not to compete. Notwithstanding the above, I understand that nothing in this application is intended to limit or prevent me from communicating about the terms and conditions of my past employment or of this prospective future employment, including information about wages, job performance, working conditions, or staffing; and nothing prevents me from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that I have reason to believe is unlawful.
  
- 8. \_\_\_\_\_ Company uses a business model called Hubbard® administrative technology developed by American writer L. Ron Hubbard. Company uses Hubbard administrative technology terms, principles, procedures and/or policies in the organization and administration of its business, including among other things, its management, human resources, promotion, quality control, staff training, and public relations. I understand if I am hired, I will be asked to train upon and/or apply aspects of Hubbard administrative technology. If I want to obtain more information on Hubbard administrative technology, I may ask Company representatives questions if invited for an interview.

**MY SIGNATURE MEANS THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
                  Personnel Manager                   Department or Division Head                   CEO

**SOUTHWEST INDUSTRIAL ELECTRIC**

**ATTACHMENT 1 – JOB DESCRIPTION - APPLICANT**

**POSITION OF \_\_\_\_\_ (Job Title or Position)**

**Exempt:** \_\_\_\_\_

**Nonexempt:** \_\_\_\_\_

**Compensation:** \_\_\_\_\_

**Full-time:** \_\_\_\_\_

**Part-time:** \_\_\_\_\_

**Summary of Job:**

---

---

---

---

The company's standards of employee skill, competence and teamwork are and shall remain among the highest in the field. Thus, an employee holding this Job Title must possess or apply the following [describe specific skills, training, and experience]:

1. Minimum Education:

2. Minimum Experience:

3. Required Skills:

4. Required Training:

Essential functions of the above Position include the following:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Essential physical activities involved in performing the above essential functions:

---

---

In addition to the technical knowledge, experience and competence required of this Job Title, Company's employees must also possess problem-solving skills, intelligence, perseverance, orderliness, responsibility, drive toward and satisfaction at the attainment of goals, consistency and predictability in the regular attendance to duty, individual initiative as well as participation in group efforts, and effective communications skills.

In keeping with these job requirements, Company may choose to utilize application forms, interview procedures and/or pre-employment non-medical, non-psychological testing regimens that will assist the Company to determine whether applicants can meet the Company's performance standards. Applicants for the above Position may be required to undergo such screening procedures.

**APPLICANT STATEMENT AND ACKNOWLEDGMENT**

I read and understand this job description and have been able to ask and receive answers to any questions regarding it. I understand the above job description may be revised at any time in Company's sole discretion.

I understand if I misrepresent, falsify, or omit any important information in my employment application, Company may deny my employment, or, if I am hired, may discipline me, up to and including termination of employment.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## **ATTACHMENT 2 – REFERENCE CHECK AUTHORIZATION**

With your written permission, we may choose to ask your previous and/or current employers (Employer References) for work-related information about you, including:

- (a) The length of time you worked for that employer and reasons for any promotion/demotion;
- (b) Your job title and job description;
- (c) Why you left/are leaving that employer;
- (d) Quality of your work, your strengths and weaknesses, and how well you interacted with coworkers, customers/clients/patients, and vendors;
- (e) Whether that employer would recommend you for the job you're applying for with us; and
- (f) Any other relevant business-based information about your work performance.

### AUTHORIZATION

**I authorize Company to forward this signed consent form to those Employer References I provided in my employment application. I further authorize those Employer References to disclose to Company and, unless otherwise required by law, without any notice to me of such disclosure, the above-requested information and any other matter related to my employment qualifications. To the maximum extent permitted by law, I hereby release and discharge my Employer References, Company, and any and all Company employees and representatives, from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such disclosure.**

Dated: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_