

**Rushing Electric Company, Incorporated**  
**411 US Highway 80 W**  
**Garden City, Georgia 31408**

**APPLICATION FOR EMPLOYMENT**

Date \_\_\_\_\_  
Referral Source  Advertisement  Friend  Walk-in  
 Employment Agency  Relative  Other

Note: All information on this application is voluntary.

**Rushing Electric is a DRUG-FREE workplace.**  
**A pre-employment drug screen WILL be required.**

Name \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Marital Status  Single  Engaged  Married  Separated  Divorced  Widowed  
In Case of Emergency Notify > Name \_\_\_\_\_ Relation \_\_\_\_\_  
Phone # \_\_\_\_\_

Check One:  Male  Female Date of Birth \_\_\_\_\_  
Check One:  White  Black  Hispanic  Am Indian/Alaskan Native  Asian/Pacific  
Check if any are Applicable:  Veteran  Disabled Veteran  Handicapped Ind.



**Do you have a valid Georgia Driver's License?**  **yes**  **no**

Have you filed an application here before?  yes  no If yes give date: \_\_\_\_\_  
Have you ever been employed here before?  yes  no If yes give dates: \_\_\_\_\_  
Are you employed now?  yes  no May we contact your employer  yes  no  
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?  
 yes  no (Proof of citizenship of immigration status WILL be required upon employment)

On what date would you be available for work? \_\_\_\_\_  
Will you work overtime if asked?  yes  no  
Are you a lay-off and subject to recall?  yes  no  
**Will you travel?**  **Overnight?**  **Several Nights?**

**Have you ever been convicted of a felony?**  yes  no (Conviction will not necessarily disqualify applicant from employment) If you answered yes to convicted of a felony please explain:

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**HEALTH QUESTIONS**

Do you have physical conditions which preclude you from performing certain jobs? \_\_\_\_yes \_\_\_\_no

If yes, Describe \_\_\_\_\_

**EMPLOYMENT**

Start with present or most recent employer  
Give accurate and complete full-time and part-time employment records

# 1 \* Current or most recent employer

Company Name \_\_\_\_\_ Telephone # (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Employed (mo & year) from \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_

State Job Title & describe your work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

# 2

Company Name \_\_\_\_\_ Telephone # (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Employed (mo & year) from \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_

State Job Title & describe your work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

# 3

Company Name \_\_\_\_\_ Telephone # (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Employed (mo & year) from \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_

State Job Title & describe your work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

# 4

Company Name \_\_\_\_\_ Telephone # (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Employed (mo & year) from \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_

State Job Title & describe your work: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**EDUCATION**

SCHOOL	NAME & LOCATION OF SCHOOL	Years	GRADUATE ?
College			<input type="checkbox"/> Yes <input type="checkbox"/> No
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
Middle School			<input type="checkbox"/> Yes <input type="checkbox"/> No
Elementary			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe Specialized Training, Apprenticeship, &amp; Skills:</b>			

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	BUSINESS	PHONE #
1.			
2.			
3.			

**SIGNATURE REQUIRED**

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

***The applicant understands and agrees that if employment is offered by Rushing Electric Company, Inc., such employment will be on an "at-will" basis. This means that either the applicant or the Company may terminate the employment relationship at any time, for any reason, with or without cause. The applicant further understands that the "at-will" nature of employment with Rushing Electric Company, Inc. can only be altered by a change in company policy. Additionally, the applicant understands and agrees that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ the applicant in the future.***

The applicant understands that an offer of employment is conditioned upon the applicant's consent to drug testing.

I, the applicant, authorize investigation of all statements contained herein, and I also authorize the references listed above to give Rushing Electric Company, Inc. any and all information concerning by previous employment and any pertinent information they may have personal or otherwise, and I release all parties from all liability and any damage that may result from furnishing the same to Rushing Electric Company, Inc.

I, the applicant, understand that if I accept employment and it is discovered that I have falsified this document or any other document required during the course of my employment, said falsification will be grounds for termination.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

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**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Interview date: \_\_\_\_\_  
Comments: \_\_\_\_\_