



Application for Employment

Springfield Electric Supply Company is an Affirmative Action/Equal Opportunity/Drug-Free Workplace Employer. We accept job applications from qualified individuals without regard to any protected characteristic under local, state, and federal laws. Minorities, women, disabled persons, and disabled and Vietnam era veterans are encouraged to apply. We maintain a strong commitment to employees to provide a safe, productive, and drug-free environment. All job offers are contingent upon the successful completion of a pre-employment drug screen.

1. IDENTIFYING DATA				
Print Name		(Last)	(First)	(Middle)
Social Security Number			Date (Today)	
Present Address			How Long?	
City			State & Zip	
Present Phone No.			Are you legally employable in the United States? () Yes () No	
Former Address		City, State & Zip		How Long?
2. EMPLOYMENT INTEREST				
Position Applied For				
() Part-Time () Full-Time		Salary Desired \$ Per		Date Available
Other positions for which you feel you are qualified.				
State your long-range career objective.				
How were you referred to us? <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Individual _____ <input type="checkbox"/> Other _____				
3. EDUCATION				
Circle highest grade or number of years completed:	Grade School 4 5 6 7 8	High School 1 2 3 4	Jr. College 1 2 3	College 1 2 3 4 5 6 7
Names and Locations of Schools			Did You Graduate?	Course of Study or Degree Earned
High School(s)	City	State		
College(s)				
List any special schooling: (military, correspondence, trade school, etc.)				
4. MILITARY SERVICE (U.S. ARMED FORCES ONLY)				
Veteran () Yes () No Dates of Service: From _____ To _____				
Type of Training received _____ Rank achieved _____ Branch of Service _____				
Type of work performed _____				

5. EMPLOYMENT HISTORY

Begin with your last position or present position if you are now employed.

Employer	Address	Your Job	Month---Year From---To	Earnings
Company Name	Street Address			
Name of Immediate Supervisor	City, State & Zip			
Reason for Leaving	Phone Number			

Summarize Your Job Duties

Employer	Address	Your Job	Month---Year From---To	Earnings
Company Name	Street Address			
Name of Immediate Supervisor	City, State & Zip			
Reason for Leaving	Phone Number			

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Summarize Your Job Duties

Which of the above jobs did you like best? _____ Why? _____

Do you prefer a job with a variety of duties? _____ What kind of work would you like most to do, if all paid the same? _____

6. PERSONAL BACKGROUND

What are your hobbies and interests? _____

Have you ever been *convicted* for any offense other than minor traffic law violations? (Give details) _____*(Applicants are not obligated/required to identify sealed or expunged conviction or arrest records.)*Personal References: Give name, address and phone number of two *local* references other than two relatives or former employers:

Name	Address	Phone Number
(1)		()
(2)		()

Industry References: Do you know other people in the electrical industry? Give name and company.

In signing this application form, I clearly understand and agree: (1) that all the statements are true to the best of my knowledge; (2) that no attempt has been made to conceal or withhold pertinent information; (3) I authorize investigation of all statements with no liability; (4) any falsification or misrepresentation may be considered cause for termination; (5) I will abide by all company rules and regulations if hired; and (6) I agree to take physical examinations at the company's request and at their expense to determine my suitability for present and continued employment if hired.

Signed _____ Date _____

DO NOT WRITE BELOW THIS LINE

APPLICATION SUBMISSION INSTRUCTIONS

1. Complete each section of the application in ink in its entirety as it pertains to you.
2. Submit the original, signed completed application by mail to:

Springfield Electric Supply Company

Attn: Corporate Human Resources

P.O. Box 4106

Springfield, IL 62708-4106

- * Applicants may attach a cover letter, resume, or other items they wish to submit for consideration to the completed application form.
- * Only applications that are postmarked by the application deadline date will be given consideration. Late applications are given consideration only when a search is extended or re-opened.

Given the volume of interest in employment at Springfield Electric, please note that we are only able to accept applications for current listed job openings. Unfortunately, individuals submitting unsolicited applications are not applicants and, therefore, their application materials will not be maintained on file for future consideration.