



Safe Electric, LLC  
 6635 Singletree Dr  
 Columbus, OH 43229  
 614-267-4111

## Personal Information

Last Name	First	Middle Initial	Today's Date
Street Address City, State Zip			SS#
Home Telephone	Mobile Number	Email	Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Employment Desired

Position Applied For: \_\_\_\_\_

Start Date: \_\_\_\_\_ Desired Pay: \_\_\_\_\_

Are you currently employed? Yes / No If yes, may we contact your present employer? \_\_\_\_\_

Would you like to work: Full time only Part Time only Full or Part Time

Do you have any kind of restrictions for the applied position? Yes No  
 If yes, please explain: \_\_\_\_\_

Certificate/Licenses: \_\_\_\_\_

## Skills (may not be necessary for the job you seek)

Please fill out an evaluation of your skills:

Customer Service Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all
Typing and Computer Competency	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all
Working knowledge of a multi-line phone	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all
Leadership Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all
Willingness to train others	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all
Critical Thinking Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all
Ability to read different personality types and adapt accordingly.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> A Little	<input type="checkbox"/> None at all

# Education

## High School or last grade completed

Name & Address \_\_\_\_\_

Course of Study \_\_\_\_\_ # of years completed: \_\_\_\_\_

Degree/Diploma \_\_\_\_\_

## College or Technical School

Name & Address \_\_\_\_\_

Course of Study \_\_\_\_\_ # of years completed: \_\_\_\_\_

Degree/Diploma \_\_\_\_\_

## Other Schooling or Training

Name & Address \_\_\_\_\_

Course of Study \_\_\_\_\_ # of years completed: \_\_\_\_\_

Degree/Diploma \_\_\_\_\_

# Employment History

If no resume is provided

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_ Supervisor & Title \_\_\_\_\_

Start Date \_\_\_\_\_ Date Left \_\_\_\_\_ Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_ Supervisor & Title \_\_\_\_\_

Start Date \_\_\_\_\_ Date Left \_\_\_\_\_ Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_ Supervisor & Title \_\_\_\_\_

Start Date \_\_\_\_\_ Date Left \_\_\_\_\_ Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## Military

Branch

Dates of Service

Final Rank

Assignment

Are you a member of the National Guard? Yes No

## References (no relatives)

Name

Occupation

Years Known

Contact Information

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## General

If hired, can you provide documents required to establish your eligibility to work in the U.S? Yes / No

Will you be able to perform the job functions for the position you are applying for with or without reasonable accommodations? Yes / No

Have you ever been convicted of a felony crime? Yes / No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Do you have reliable method of transportation to work? Yes / No

Would there be any reason why you would be uninsurable as a driver of our fleet? If Yes, please explain.

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## Rate yourself - All applicants

On a scale of 1-5 (5 being very strong) on your skill level in the following:

Installing new circuits	1	2	3	4	5
Replacing panels	1	2	3	4	5
Troubleshooting	1	2	3	4	5
Commercial troubleshooting	1	2	3	4	5
Repairs	1	2	3	4	5
Maintenance calls	1	2	3	4	5
Explaining the problem to the client	1	2	3	4	5

## Electrical Field Technician - additional questions

Please list any relevant work experience that may be helpful to this position? \_\_\_\_\_

\_\_\_\_\_

How many years experience do you have on residential service calls? \_\_\_\_\_

If applying for an Apprenticeship role, what related experience to you have? \_\_\_\_\_

### Fill in the blanks:

I am strongest at \_\_\_\_\_

I am weakest at \_\_\_\_\_

My favorite part of residential service and repair is \_\_\_\_\_

My least favorite part of residential service and repair is \_\_\_\_\_

Do you have any experience in sales? Yes / No Explain: \_\_\_\_\_

\_\_\_\_\_

Do you have any experience in estimating jobs? Yes / No Explain: \_\_\_\_\_

\_\_\_\_\_

Are you comfortable speaking in public or giving a presentation to people you do not know? Yes / No

Are you able to take home a service van with graphics on it? Yes / No

Do you have any physical limitations that would prevent you from carrying out the duties of a service technician? Example: Lifting up to 45 lbs, crawling in an attic or under a house, climbing a ladder, pulling heavy wire or a line set over your head. Yes / No

Which is the most important characteristic of a top performing service technician? (circle one)

Attitude

Appearance

Experience

**Waiver Agreement and Statement for Criminal History Checks**

This form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom criminal history records are requested by a qualified entity, school or organization.

I hereby authorize Safe Electric, LLC to run a comprehensive background check, for the purpose of accessing and reviewing Ohio and national criminal history that may pertain to me directly from the appropriate agencies. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to clients homes, the office or company vehicles. I further understand that, upon request, you will provide me with copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor or subcontractor.

I have or have not been convicted of a felony. If convicted, describe the crime(s) and the particulars of the conviction(s) on a separate page.

I am a current or prospective: Employee Volunteer Contractor/Vendor

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

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## **Applicant Statement**

I understand this application is not a contract of employment.

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

I understand all hired persons must provide proof of identity and authorization to work in the U.S. Failure to produce such proof will result in denial of employment.

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

I understand that employment with Safe Electric LLC is at-will, meaning that I or the Company may terminate my employment at any time, or for any reason consistent with applicable state or federal laws.

I authorize the Company to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Company, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individual, school, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that the Company requires the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for 60 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**DRUG TESTING POLICY DISCLOSURE AND CONSENT FORM POLICY**

All new employees will be hired subject to passing a drug test prior to the date of employment. Any applicant who test positive for illegal use of drugs will not be hired.

Any applicant who refuses to submit to a drug test or who interferes with the test will not be hired.

An applicant who has received a tentative job commitment from Safe Electric LLC will have the opportunity, prior to testing a the lab, to list all prescriptions and non-prescription drugs used and their purpose during the last 30 days. Applicants subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of test results to the designated official.

Consent Form

As an applicant for a position of employment with Safe Electric, LLC, I hereby consent to a test for the presence of illegally used substances in my body. I understand that should the presence of any illegally used substance be detected and confirmed, I will not be hired. I also understand that should I refuse to be tested in accordance with the above policy or if I interfere with the test, I will not be hired.

I also consent to the release of these test results to a designated company official, and agree to hold Safe Electric LLC harmless from any such releases provided for hereby.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# CUSTOMER PROTECTION AGREEMENT

Safe Electric LLC spends a significant amount of dollars every year in efforts to acquire new customers and retain our loyal customers. It is essential to the stability, growth, and overall well-being of Safe Electric to attract, serve, and retain its customers. In efforts to protect the customers, the company, and its employees, all customers must stay property of the Company.

As team members of Safe Electric the highest level of integrity is needed among us in protecting our property, which is our customers.

Please Review The Following Guidelines:

1. No team member will solicit any customer that has ever received service from the Company.
2. No team member will perform any "side work" for any Company customer.
3. No team member will use any Company advertising to gain "side-work", including business cards, brochures, or any other paraphernalia.
4. The Company permits its team members to perform "side jobs" for close friends & family only with prior permission. We respect your level of professionalism, and ask that you disclose these types of jobs to maintain a mutual honest intention. All other work should be directed through the Company, and made payable to the Company.
5. No team members will use any of the Company property including vehicles, material, tools and equipment to do "side jobs", without written authorization from management.
6. All team members will direct customers to establish contact for service directly through the Company office, not directly with team member.
7. Any team member that has any knowledge or suspicion of any activities that would violate any of the above guidelines will inform management of these violations or suspicions.

"Side Work/Side Jobs" are described as any job that a team member does for a customer in which the customer pays the team member and not Safe Electric.

I understand all of the above guidelines, and the reasons that we must abide by them. I understand that violation of any of the guidelines is grounds for immediate termination. I have read the above, and agree to guidelines.

***Safe Electric's goal is to be an employee friendly company.  
We support our family by abiding by these guidelines.***

Team Member Signature: \_\_\_\_\_

Team Member (Printed): \_\_\_\_\_

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