



EMPLOYMENT APPLICATION

KEP Electric considers all applicants based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

SECTION A: PERSONAL INFORMATION		<i>Complete all applicable information</i>	
Position Applied For	Date of Application		
Last Name	First Name	Middle Name	
Address	Street	City	State Zip
Telephone Number (Primary)	Telephone Number (Alternate)		
Email			
SECTION B: GENERAL			
Are you interested in: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
If offered a position, when are you available to start			Desired Annual Salary/Wages
How were you referred to us?			
Newspaper Radio	Employment Agency Friend/Relative	Personal Inquiry Other: _____	
Are you legally authorized to work in the United States?		Yes	No
If hired, can you provide proof of your eligibility to work in the United States?		Yes	No
Are you 18 years of age or older?		Yes	No
Have you had any criminal convictions within the past 7 years? (A yes answer will not automatically disqualify you from employment.)		Yes	No
If yes, please list: _____ _____			
Have you ever applied for employment with KEP Electric before?		Yes	No
If yes, please provide the date: _____			
Has the company ever employed you before?		Yes	No
If yes, please provide the date: _____			
Are you available to work overtime?		Yes	No
Do you have any friends or relatives working at KEP Electric?		Yes	No
If yes, who? _____			

Driving Positions Only

Do you have a valid driver's license?

 Yes No**SECTION C: EDUCATION**

School	Name and Location	Course of Study	Years Completed	Diploma/ Degree
High School			1 2 3 4	
College			1 2 3 4	
Graduate School			1 2 3 4	
Other (Specify)			1 2 3 4	

SECTION D: MILITARY SERVICEWere you in the U.S. Military? Yes No If yes, what branch?Rank at the time of discharge Have you had any job related training in the military? Yes No

If yes, please describe.

SECTION E: EMPLOYMENT HISTORY *List your last three employers, starting with your most recent one first.*

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission

Reason for Leaving

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission

Reason for Leaving

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission

Reason for Leaving

SECTION F: PERSONAL/PROFESSIONAL REFERENCES*(Do not include family members or past supervisors)*

Name	Phone Number	Best Time to Call	Occupation

SECTION G: Please provide an explanation of any gaps in your employment.

SECTION H: Please rank your skill set with the following computer programs.

Microsoft Excel	<input checked="" type="checkbox"/> Advanced	<input checked="" type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Beginner	<input checked="" type="checkbox"/> No Experience
Microsoft Word	<input checked="" type="checkbox"/> Advanced	<input checked="" type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Beginner	<input checked="" type="checkbox"/> No Experience
Please list all other computer programs you have experience with and describe your skill set.				

SECTION H: Please describe any training or specialized skills.

SECTION I: APPLICANT STATEMENT Please read the following statements carefully.

I, the undersigned, understand that I am being considered as a potential employee of KEP Electric and hereby certify that:

1. In consideration of my employment, I agree to conform to the policies and procedures of the Company. I understand that in accepting this application, KEP Electric is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered.
2. I understand that if I am hired, such hiring will not be for any definite period of time. Furthermore, I understand, that if I am hired, I will be an employee at-will and I can be terminated at any time, with or without cause and with or without notice.
3. I understand that my status as an at-will employee, and the terms and conditions of that employment cannot be changed except in writing and signed by the President of KEP Electric.
4. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.
5. I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

Signature of Applicant	Date	
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OFFICE USE ONLY

Applicant Hired: Yes No If yes, start date: _____

Starting Salary /Wage: \$_____ / per year/hour