



DECATUR INDUSTRIAL ELECTRIC

Name _____

Position Desired _____

Date Submitted _____

Important Information on How To Complete Your Application

You must fully and accurately provide all information requested on this application to be considered for and, if hired, maintain employment with Decatur Industrial Electric. Please feel free to attach a resume. However, **do not put “see resume”** or similar language on the application. All data requested must be written or typed in the appropriate section.

You must specify a position that is offered at the facility at which you are applying.

Non-specific answers like “any” are considered unresponsive and will prevent you from being considered for employment.

Please feel free to take this application with you in order to complete it fully and accurately.

The receptionist is available to answer any questions you have concerning the application and to provide you with any other assistance you may require. You may also request other reasonable accommodations to facilitate the application process, including reasonable accommodation to enable you to participate in the interview process. If you ask for such accommodation, you will be given the same consideration as other candidates.

Applications remain active for 60 days from the date submitted. If you do not hear from us within this time and remain interested in employment with us, you must complete a new application.

Decatur Industrial Electric is an Equal Opportunity Employer

We are committed to the maintenance of a discrimination-free and harassment-free work environment. Our employment practices, except where required or permitted by law, are not influenced or affected by virtue of applicant's race, color, religion, sex, national origin, age, disability or any other characteristic prohibited by applicable law. We encourage you to immediately advise our Chief Financial Officer of any concern or complaint you may have concerning how you have been treated during the employment process. Concerns will be investigated thoroughly and, to the extent possible while ensuring the quality of the investigation, confidentially.

FC

NFC

Name

Present Address (street, city, state, zip)

Permanent Address (street, city, state, zip)

Phone
()

Cell phone
()

E-mail

☐ Yes ☐ No Are you at least 18 years of age? If not, date of birth:

☐ Yes ☐ No Are you legally eligible for employment in the United States?

☐ Available for full-time employment only ☐ Available for part-time employment only

☐ Yes ☐ No Have you ever worked for Decatur Industrial Electric?
If yes, please explain in additional space provided below or on page 6.

☐ Yes ☐ No Have you ever been discharged, asked or allowed to resign under threat of discharge?
If yes, please explain in the additional space provided below or on page 6.

☐ Yes ☐ No Have you ever been suspended (paid or unpaid) or placed on administrative leave?
If yes, please explain in the additional space provided below or on page 6.

☐ Yes ☐ No Have you ever been disciplined or discharged for any form of inappropriate behavior (harassment, discrimination, threats, fighting, incidents involving violence, etc.)?
If yes, please provide information in the additional space provided below or on page 6.

☐ Yes ☐ No Have you ever been disciplined or discharged from a position as a result of inappropriate use of company or customer assets, theft, dishonesty or embezzlement?
If yes, please provide information in the additional space provided below or on page 6.

Additional Information:

Employment History

Please list ALL jobs held through at least the last 10 years, beginning with current or most recent. Attach additional sheets if necessary. List any periods of unemployment during this period in the space provided on page 5.

Current or Most Recent Position

Company _____ From (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____

Address (street, city, state, zip) _____

Phone _____

Name and title of supervisor _____

Your title(s) _____

Your position(s) and responsibilities _____

Accomplishments _____

Reason for leaving _____

Previous Position

Company _____ From (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____

Address (street, city, state, zip) _____

Phone _____

Name and title of supervisor _____

Your title(s) _____

Your position(s) and responsibilities _____

Accomplishments _____

Reason for leaving _____

Previous Position

Company _____ From (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____

Address (street, city, state, zip) _____

Phone _____

Name and title of supervisor _____

Your title(s) _____

Your position(s) and responsibilities _____

Accomplishments _____

Reason for leaving _____

Previous Position

Company _____ From (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____

Address (street, city, state, zip) _____

Phone _____

Name and title of supervisor _____

Your title(s) _____

Your position(s) and responsibilities _____

Accomplishments _____

Reason for leaving _____

Periods of Unemployment

Please detail periods of unemployment during the last 10 years. Attach additional sheets if necessary.

From (mm/dd/yyyy) _____ To (mm/dd/yyyy) _____

Reason _____

From (mm/dd/yyyy) _____ To (mm/dd/yyyy) _____

Reason _____

From (mm/dd/yyyy) _____ To (mm/dd/yyyy) _____

Reason _____

Education

High School

Institution _____ Location _____

Degree Granted _____ Credit Hours Completed _____

College/Technical School

Institution _____ Location _____

Degree Granted _____ Credit Hours Completed _____

College/Technical School

Institution _____ Location _____

Degree granted _____ Credit Hours Completed _____

Graduate School

Institution _____ Location _____

Degree Granted _____ Credit Hours Completed _____

Computer Skills and Programs _____

Technical Skills/Equipment Operated _____

Driving Experience *(complete for positions which require driving as an essential job duty)*

Class of Truck	Company	Date From	Date To	Type (delivery, tank, flat)
Straight Truck	_____	_____	_____	_____
Tractor/Trailer	_____	_____	_____	_____
Other	_____	_____	_____	_____

Driving Record for the Past Three Years

Dates	Nature of Accident (head on, rear end, etc.)	Fatalities	Injuries
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing and providing a driver's license number, you give Decatur Industrial Electric and its agents permission to check your driving record both now and throughout your employment with us, if hired.

Signature _____ Driver's license number _____
State of Issue _____

Additional Information

How did you learn about this position opening?

- | | |
|---|---|
| <input type="checkbox"/> Newspaper (name) _____ | <input type="checkbox"/> Magazine/Journal (name) _____ |
| <input type="checkbox"/> Radio/TV (name) _____ | <input type="checkbox"/> Gov't Agency (name) _____ |
| <input type="checkbox"/> Web Site (name) _____ | <input type="checkbox"/> Employee Referral (name) _____ |
| <input type="checkbox"/> Job Posting (source) _____ | <input type="checkbox"/> Other (source) _____ |

Certification, Authorization, Release and Acknowledgement

I certify that all information provided in this application, in all attachments to it, during all interview, background and fact checking activities are true, accurate, complete and do not contain any misrepresentations or material omissions. I acknowledge that any misrepresentation or material omission will, without regard to when discovered or who provided the information, be sufficient justification for denial of employment, or, if hired, immediate termination.

I expressly authorize Decatur Industrial Electric and/or its agents to investigate my background, all oral or written statements made during the employment process and to obtain investigative consumer reports that check and document my references, educational and employment records, credit history (unless prohibited by applicable law), motor vehicle record (license, previous driving history, etc.), and criminal history now and, should I be hired, periodically during my employment with D.I.E. I authorize The D.I.E. and/or its agents to conduct the specific background investigations listed above and any other investigations D.I.E. and/or its agents deem appropriate now and, should I be hired, periodically during my employment with D.I.E. These additional background investigations may include, but are not limited to, gathering information through personal interviews with neighbors, friends, coworkers and others with whom I am acquainted to understand my character, general reputation, personal characteristics, actions, failure to act, and/or mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of these investigations and that I have other rights under the Fair Credit Reporting Act.

I authorize any reference or information source and all previous employers and educational institutions to provide any information they have concerning me. I fully release any reference or information source and all previous employers and educational institutions, their owners, directors, officers, shareholders, employees and/or agents from any and all claims, damages or liability arising directly or indirectly from the provision of this information to D.I.E. and for D.I.E.'s subsequent use of information provided. I fully release D.I.E., its owners, directors, officers, shareholders, employees and/or its agents from any and all claims, damages or liability arising from its pursuit and/or use of this information.

I authorize D.I.E. and/or its agents to supply information about my employment record, in whole or part, in confidence to any prospective employer, government agency or other party pursuing a legal and proper interest, and I hereby release D.I.E., its owners, directors, officers, shareholders, employees and/or agents from any and all claims, damages and liability for providing this information and for the requestor's subsequent use of this information.

I acknowledge that I am an "employee at will" and that I have not been hired for a definite period of time. I can terminate the employment relationship with or without cause and with or without advanced notice at my sole discretion. D.I.E. has the same right at its sole discretion. I acknowledge that only the president of D.I.E. can enter into a contract of employment with me, that such contract is not valid unless in writing and signed by the president of D.I.E. I further acknowledge that I have not received any assurances or writings that would qualify as a contract specifying the length of my employment from any other D.I.E. employee, officer or agent.

At D.I.E.'s and/or its agents' election, I agree to submit any legal dispute that I may file against D.I.E., its directors, officers, owners, shareholders, employees or agents to binding arbitration pursuant to the then current employment dispute resolution rules of the American Arbitration Association. I further agree that in the event of litigation arising from my employment relationship with D.I.E. and/or its agents, the proper venue and only location for such lawsuit, unless the venue is otherwise set by applicable law, shall be Macon County, Illinois.

I further agree to fully and immediately comply with all D.I.E. rules, regulations, policies and procedures as they currently exist or as they are subsequently added, interpreted or modified over time.

Print full name _____

Sign full name _____

Date _____

Office Use Only
Candidate Record Form

Candidate	Position
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Hire	Yes___	No___
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If no, please detail reasons below:

If yes, please complete the information below:

Proposed start date: _____

Work hours (initial schedule): _____

Compensation details: _____

Other special circumstances/agreements: _____

Hiring Manager Signature: _____

Date: _____