

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE



DATE: _____

PERSONAL INFORMATION

EQUAL OPPORTUNITY EMPLOYER

NAME (LAST)	(FIRST)	(M.I.)	DOB	SOCIAL SECURITY NO.
PRESENT ADDRESS	CITY	STATE	ZIP CODE	
EMAIL ADDRESS	IS RELOCATION INTENDED WITH ACCEPTANCE OF THIS JOB			<input type="checkbox"/> YES <input type="checkbox"/> NO
PHONE NO. ()	CHECK JOB LOCATION PREFERRED		<input type="checkbox"/> MARSHFIELD <input type="checkbox"/> MEDFORD <input type="checkbox"/> EITHER	

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	REFERRED BY
ARE YOU EMPLOYED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

Have you ever been convicted of a felony, misdemeanor, or other criminal offense (including a civil forfeiture) or are any criminal charges pending against you?

Yes _____ No _____ If yes, describe in full, including date(s):

(Note: Conviction of pending charges will not automatically disqualify an applicant from consideration for a position unless such is required by law. Otherwise, the circumstances of the crime will be considered as they relate to the job applied for.)

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY / RESEARCH WORK OR SPECIAL TRAINING / SKILLS	
U.S. MILITARY OR NAVAL SERVICE	YEARS / RANK

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE MOST CURRENT FIRST)

DATE (MONTH & YEAR)	NAME OF EMPLOYER	WAGE	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

CONTINUED ON OTHER SIDE

APPLICATION FOR EMPLOYMENT

References - Please list references (not relatives) to contact who are acquainted with your work history.

Name	Title/Occupation	Company/Address	Phone Number

AGREEMENT TO INVESTIGATION and RELEASE

Read carefully and acknowledge by your written signature and today's date.

I certify that the facts set forth in this application are true and complete, and I authorize investigation of the statements I have made.

I release from any and all liability all representatives of McMillan for the acts performed in good faith and without malice in connection with evaluating my applications, credentials, and qualifications. I further authorize any party having information bearing upon my qualifications for employment to release such information to McMillan (unless otherwise stated). I also release from any and all liability all individuals and organizations who provide information to McMillan in good faith and without malice concerning my employment competence, ethics, character and other qualifications, including otherwise privileged or confidential information. If I am employed, I also authorize McMillan to release such similar information to prospective future employers, and I release McMillan and its employees from any liability or damages that may result from providing such information.

I understand that any false statements or omissions concerning requested information on this application shall be sufficient cause for denial of employment or summary dismissal. I also understand that my employment at McMillan Electric is contingent upon the satisfactory completion of criminal background check and investigation of my work record and references. I further understand that, if employed, I will serve at least a 180-day trial period from my date of employment.

I understand that if I am employed by McMillan Electric, my employment can be terminated by either McMillan or me at will, with or without cause, and with or without notice, at any time. I understand that no one at McMillan Electric, other than the President, has the authority to alter, orally or in writing, this is terminable-at-will status of employment.

SIGNATURE OF APPLICANT _____ **DATE** _____

NONDISCRIMINATION

It is the policy of McMillan Electric to consider all applicants for employment without regard to age, race, religion, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, military reserve status or any other unlawful basis.

HUMAN RESOURCES SERVICES USE ONLY

DATE INTERVIEWED: _____	DATE JOB OFFERED: _____
POSITION ACCEPTED: _____	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DECLINED
<input type="checkbox"/> FT <input type="checkbox"/> PT	
ORIENTATION DATE: _____	WAGE: _____ START DATE: _____
COMMENTS: _____	

McMillan Electric 2106 South Hume Avenue Marshfield, WI 54449 (715) 384-4131	McMillan Electric 1014 South 8th Street Medford, WI 54451 (715) 784-4131
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