



920 Illinois Ave.  
Maumee, OH 43537

## Employment Application

An Equal Opportunity Employer

APPLICANTS WILL BE TESTED FOR ILLEGAL DRUGS

PLEASE PRINT ALL  
INFORMATION  
REQUESTED EXCEPT SIGNATURE

DATE \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_

Last

First

MI

Maiden

Address \_\_\_\_\_

City

State

How Long \_\_\_\_\_ Social Security No. \_\_\_\_\_ E-mail address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Position(s) applying for \_\_\_\_\_ Desired Salary \_\_\_\_\_

When will you be available to begin working? \_\_\_\_\_

Please place shifts in the order you prefer Days \_\_\_\_\_ Afternoons \_\_\_\_\_ Midnights \_\_\_\_\_

If offered a position, would you be able to provide proof of your identity as well as your legal right to work in the US?

Yes  No

Have you ever applied for the Company before?  Yes  No

If yes, when (month/year) \_\_\_\_\_

Do you have a valid driver's license?  Yes  No Driver's license # \_\_\_\_\_ State of Issue \_\_\_\_\_

Are you over 18 years old?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please provide details including dates. An affirmative response will not be an automatic exclusion from employment.

If hired, are you willing to submit to and pass a controlled substance test?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation?  Yes  No

**Employment History**

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Most recent employer \_\_\_\_\_ May we contact?  Yes  No

Dates of employment \_\_\_\_\_ Position Title \_\_\_\_\_

Business address: \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Duties: \_\_\_\_\_

Previous employer \_\_\_\_\_ May we contact?  Yes  No

Dates of employment \_\_\_\_\_ Position Title \_\_\_\_\_

Business address: \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Duties: \_\_\_\_\_

Previous employer \_\_\_\_\_ May we contact?  Yes  No

Dates of employment \_\_\_\_\_ Position Title \_\_\_\_\_

Business address: \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Duties: \_\_\_\_\_

**Education**

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*Please list names of schools, cities and states for each*

**College/University** \_\_\_\_\_ Graduated? Yes  No

City/State \_\_\_\_\_ Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Honors \_\_\_\_\_

**Trade School** \_\_\_\_\_ Graduated? Yes  No

City/State \_\_\_\_\_ Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Honors \_\_\_\_\_

Applicant Name \_\_\_\_\_

<b>High School Name</b> _____	<b>Graduated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Obtained GED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>City/State</b> _____	<b>Number of years completed</b> _____

**References**

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*Please list names, business addresses and phone numbers of people who are familiar with your work experience and technical competence in the field in which you are applying, and persons we may contact for checking work references and for academic records.*

Reference #1 Name _____	Company _____
Position _____	Phone Number _____
Reference #2 Name _____	Company _____
Position _____	Phone Number _____
Reference #3 Name _____	Company _____
Position _____	Phone Number _____

The following questions are being asked in order to obtain information relevant to employment with Enersol. Responses to these questions are required.

1. Summary of Qualifications – In the area below, briefly describe the experience, training and other factors that qualify you for the position for which you are applying. If you need additional space, attach an extra sheet to this application.
  
2. Please list below any specific course work at the high school level or beyond relevant to the position for which you are applying. Also indicate the number of courses you have successfully completed in each area.
  
3. How did you learn about this employment opportunity?  

____ Careerbuilder.com	____ Walk-in
____ Other internet site	____ Word of mouth
____ Newspaper advertisement	____ Other

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign where indicated

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application or the granting of an interview does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that if hired, my employment will be at-will in nature and may be terminated with or without cause at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

**NOTIFICATION AND AUTHORIZATION TO REQUIRE A MEDICAL EXAMINATION**

I hereby certify that if hired, I will disclose any limitations I have that may impact my ability to do the job. I understand that I may also be required to undergo a pre-employment or post-employment medical exam by the Company's designated health practitioner.

**NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION**

I understand that I will be subject to a background check, and hereby authorize Enersol or its representative to investigate my background to determine any and all information of concern as to my record whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that Enersol may ask me to provide supplemental information to assist with the background investigation if such information cannot be verified through the standard investigation process.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and future reports and updates that may be required.

I understand that Enersol may ask me to provide supplemental information to assist with the investigation if such information cannot be verified through the standard investigation process.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired. Additionally, I understand that passing a drug screen is a condition of employment. A positive drug screen can be grounds for dismissal even if an offer has been made to me and I have been hired.

**PLEASE SIGN HERE** \_\_\_\_\_ **DATE** \_\_\_\_\_

