



Revco Lighting and Electrical Supply, Inc.
360 County Rd 39A
Southampton, NY 11968

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ City/State: _____

Did you graduate? YES NO Diploma: _____

College: _____ City/State: _____

Did you graduate? YES NO Degree: _____

Other: _____ City/State: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the American with Disability Act, applicants may request accommodations needed to participate in the application process.

If you are hired by Revco Lighting and Electrical Supply, Inc., you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization

I certify that the facts contained in this application (and accompanying resumé, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Revco Lighting and Electrical Supply, Inc.

I understand that my employment is conditioned on a background check. I authorize Revco Lighting and Electrical Supply, Inc. to thoroughly investigate all statements contained in my application or resumé, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to Revco Lighting and Electrical Supply, Inc. without giving me prior notice of such disclosure. In addition, I release Revco Lighting and Electrical Supply, Inc., any former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during an interview, is intended to create an employee contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Revco Lighting and Electrical Supply, Inc. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Revco Lighting and Electrical Supply Inc. unless it is in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work if asked. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Revco Lighting and Electrical Supply, Inc. and as permitted by law. I consent to such examination and tests, and I request that the doctor disclose to Revco Lighting and Electrical Supply, Inc. the results of the examination and tests. I understand that all results will remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon a satisfactory medical examination and drug test. If I am hired, a condition of my employment will be that I abide by Revco Lighting and Electrical Supply, Inc.'s "Drug and Alcohol Policy."

I understand that filling out this form does not indicate there is a position open and does not obligate Revco Lighting and Electrical Supply Inc. to hire me. If hired, I agree to abide by Revco Lighting and Electrical Supply, Inc.'s company rules, policies and procedures. Revco Lighting and Electrical Supply, Inc. retains the right to revise its policies or procedures, in whole or in part at any time.

Date: _____

Signature: _____

Please attach your resumé.

Please submit this application and your resumé using one of the following methods:

Mail:

Revco Lighting and Electrical Supply
Human Resources
360 County Rd 39A
Southampton, NY 11968

FAX:

631-283-0568

Attention: Human Resources

Email:

humanresources@revcoelectric.com