



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

Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #
City State ZIP Code

Phone: Email

Date Available: Desired Salary:

Position applied for:

Are you legally authorized to work in the United States? 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: (A conviction will not necessarily disqualify an applicant for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

How did you hear about us? Walk In / Advertisement / Referral / Other

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: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

## Disclaimer and Signature

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, age, sexual orientation, ancestry, marital status, religion, disability, veteran status, citizenship, genetic disposition, gender identity, pregnancy, including childbirth or related medical condition, national origin or any other protected class as established by federal, state and local law. Consistent with the Americans 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 (accompany resume, 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 authorize Revco Lighting and Electrical Supply, Inc. to communicate with all my former employers, business associates, school officials and persons named as references; as well as any third parties such as financial institutions, credit or public record agencies of Revco's choice. In order to complete a thorough investigation of the information included on this application, my education, employment, financial and credit history may be verified to obtain information regarding my character and qualifications. I hereby release all employers, schools, third party agencies and individuals contacted from any liability for any damage whatsoever resulting from giving such information. I understand that I have a right to make a written request within a reasonable period of time to receive additional information about the nature and scope of such investigative report.

I understand that I may be required to successfully pass a pre-employment drug screen, and if hired, I will be subject to Revco's drug and alcohol testing policy during my employment. I hereby consent to a pre-employment drug screen as a condition of employment, if required.

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.

I understand and agree that nothing contained in this application, or conveyed during an interview, is intended to create an employment 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.

Date:

Signature:

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### **Please attach your resume.**

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](mailto:humanresources@revcoelectric.com)