



# Employment Application

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I mm/dd/yyyy*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to Begin Work: \_\_\_\_\_ Desired Salary: \_\_\_\_\_  
*mm/dd/yyyy Please specify annual or hourly amount*

How did you learn of this opportunity: \_\_\_\_\_

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Cape Electrical Supply conducts post-offer background verifications and drug screenings. If selected are you willing to submit to these screenings?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired by Cape Electrical Supply, can you provide satisfactory evidence of your legal right to work in the United States within 72 hours?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you now, or in the future, require visa sponsorship for employment?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you signed any Non-Compete Agreement that would prohibit or interfere with you performing work for Cape Electrical Supply?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you previously employed by Cape Electrical Supply, or its parent company Graybar Electric Company? If yes, please provide your job title, location and dates of previous employment. |
| _____                    |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you referred by a Cape Electrical Supply Employee? If yes, please provide their name, job title and location where they work.  |
| _____                    |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you related to any employees of Cape Electrical Supply? If yes, please provide their name, relationship and location where they work.   |

PREVIOUS EMPLOYMENT

Please note your last three employers. If additional space is needed please include on a blank piece of paper.

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

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

Dates of Employment: \_\_\_\_\_ May we contact this employer: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

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

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

Dates of Employment: \_\_\_\_\_ May we contact this employer: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

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

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

Dates of Employment: \_\_\_\_\_ May we contact this employer: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_

Location: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

*City/State*

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College: \_\_\_\_\_

Degree: \_\_\_\_\_

Location: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

*City/State*

## CERTIFICATIONS

*Please list the most relevant certifications you have that are relevant to this job. Do not list expired certifications.*

Certification: \_\_\_\_\_

Issuing Body: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

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Certification: \_\_\_\_\_

Issuing Body: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

## DISCLAIMER AND SIGNATURE

I certify that the answers given to the questions and the statements made (including statements on the attached resume, and inserted forms if any) on this application and in the hiring process are true and correct to the best of my knowledge. I understand that a false statement, a false answer, an omission or a misleading statement may result in a decision not to hire me, the withdrawal of any offer of employment, or the termination of my employment with Cape Electrical Supply (Cape Electric) regardless of when such false, misleading, or erroneous information is discovered.

I understand that if hired, unless I am employed under a specific written contract or collective bargaining agreement, my employment with the company will be "at will" and that my employment may be terminated at any time with or without cause and with or without notice at the option of Cape Electric. I understand that no representative of Cape Electric has any authority to make any assurances, representations or promises contrary to the "at-will" nature of my employment unless it is in writing by an authorized officer of the company. I understand that I may terminate my employment with or without cause and with or without notice at any time. I further agree

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that Cape Electric reserves the right to make unilateral changes to the terms and conditions of my employment. I agree that this application represents the entire agreement between the Company and me and it supersedes any prior agreement or understanding I may have had, whether oral or written.

In consideration for employment, I agree to abide by all rules and policies and that these policies do not create an actual or implied contract for employment. I also understand that Cape Electric may unilaterally change or revise its policies and such changes may include a reduction in my compensation and/or benefits.

I authorize Cape Electric through its employees and/or agents ("Cape Electric") to investigate my background relevant to my application for employment. I authorize my present and former employers, references, or others to disclose information relating to me to the extent that I have indicated in the Work Experience section. Cape Electric can only contact my current, or previous employer(s), when indicated by "yes". In addition, I release Cape Electric, and any party contacted by Cape Electric from any and all claims, demands and liabilities arising out of or related to such investigation or disclosure.

By my Signature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Cape Electrical Supply is an EO employer - Veterans/Disabled and other protected categories.*

*Cape Electric endeavors to make the application process accessible to any and all applicants. If you would like to contact us regarding accommodations, or if you need assistance completing the application process, please contact Cape Electric Human Resources at 573-334-7786, or hr@capeelectric.com. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.*