

# DOMINION

ELECTRIC SUPPLY COMPANY INC.

P.O. Box 7227 5053 Lee Highway • Arlington, Virginia 22207 • (703) 536-4400

## APPLICATION FOR EMPLOYMENT

This company is an equal opportunity employer and conforms to all applicable state and federal laws prohibiting discrimination in employment due to race, religion, color, national origin, ancestry, sex, age, marital status, veterans status, or disability.

### 1. IDENTIFYING DATA

LAST NAME		FIRST NAME		M.I.	
SOCIAL SECURITY NUMBER		DATE OF BIRTH IF UNDER 18		DATE (TODAY)	
PRESENT ADDRESS		CITY	STATE	ZIP	HOW LONG?
PRESENT HOME PHONE NUMBER			OTHER TELEPHONE NUMBER		
PREVIOUS ADDRESS		CITY	STATE	ZIP	HOW LONG?
ARE YOU LEGALLY EMPLOYABLE IN THE UNITED STATES?					

### 2. POSITION OBJECTIVE

POSITION APPLIED FOR			
TYPE OF EMPLOYMENT <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/> TEMPORARY		SALARY DESIRED \$ _____ PER _____	DATE AVAILABLE
DO YOU HAVE ANY OBLIGATIONS PRESENT OR FUTURE THAT WOULD PREVENT YOU FROM REGULARLY:			
1) WORKING CONSISTENTLY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2) WORKING OVERTIME?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
3) WORKING NIGHT SHIFT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
4) WORKING SATURDAYS, SUNDAYS OR HOLIDAYS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
WERE YOU REFERRED TO US? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, BY WHOM? ↓			

### 3. EDUCATION

ENCIRCLE HIGHEST GRADE OR NUMBER OF YEARS COMPLETED ↓	GRADE SCHOOL	HIGH SCHOOL	JR. COLLEGE	COLLEGE	
	4 5 6 7 8	1 2 3 4	1 2 3	1 2 3 4 5 6 7	
<b>NAMES AND LOCATIONS OF SCHOOLS</b>				DID YOU GRADUATE?	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL(S)	CITY	STATE			
COLLEGE(S)	CITY	STATE			
LIST ANY SPECIAL SCHOOLING: (Military, Correspondence, Trade School, etc.)					

### 4. MILITARY SERVICE (U.S. ARMED FORCES ONLY)

VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES OF SERVICE: From: _____ To: _____	
TYPE OF TRAINING RECEIVED: _____	RANK ACHIEVED: _____	BRANCH OF SERVICE: _____
TYPE OF WORK PERFORMED: _____		

## 5. AUTOMOBILE USE

COMPLETE ONLY IF APPLYING FOR DRIVER, WAREHOUSE OR SALES POSITION IN WHICH YOU MAY BE ASKED TO DRIVE.

DO YOU HAVE A VALID DRIVER'S LICENSE?  YES  NO

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_ CLASS/TYPE \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

DO YOU HAVE AUTOMOBILE INSURANCE IN FORCE?  YES  NO NAME OF CARRIER AND POLICY NUMBER: \_\_\_\_\_

HAVE YOU HAD YOUR DRIVER'S LICENSE REVOKED DURING THE PAST THREE YEARS?  YES  NO

Please Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 6. EMPLOYMENT HISTORY

Begin with your last position or present position if you are now employed.

EMPLOYER	ADDRESS	YOUR JOB	Month/Year From/To	EARNINGS
COMPANY NAME	STREET ADDRESS			
NAME OF IMMEDIATE SUPERVISOR	CITY, STATE AND ZIP			
REASON FOR LEAVING	PHONE NUMBER (Include Area Code)			
SUMMARIZE YOUR JOB DUTIES				

EMPLOYER	ADDRESS	YOUR JOB	Month/Year From/To	EARNINGS
COMPANY NAME	STREET ADDRESS			
NAME OF IMMEDIATE SUPERVISOR	CITY, STATE AND ZIP			
REASON FOR LEAVING	PHONE NUMBER (Include Area Code)			
SUMMARIZE YOUR JOB DUTIES				

EMPLOYER	ADDRESS	YOUR JOB	Month/Year From/To	EARNINGS
COMPANY NAME	STREET ADDRESS			
NAME OF IMMEDIATE SUPERVISOR	CITY, STATE AND ZIP			
REASON FOR LEAVING	PHONE NUMBER (Include Area Code)			
SUMMARIZE YOUR JOB DUTIES				

Which of the above jobs did you like best? \_\_\_\_\_ Why? \_\_\_\_\_

Do you prefer a job with a variety of duties?  YES  NO What kind of work would you like most to do, if all paid the same? \_\_\_\_\_

## 7. PERSONAL BACKGROUND

What are your hobbies and interests? \_\_\_\_\_

Have you ever been convicted for any offense other than minor traffic law violations? (Give details) \_\_\_\_\_  
 \_\_\_\_\_

PERSONAL REFERENCES: Give name, address and phone of two local references other than two relatives or former employers.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

INDUSTRY REFERENCES: Do you know other people in the electrical industry? (Give name and company) \_\_\_\_\_

## 8. AUTHORIZATION DATA

DOMINION ELECTRIC is very interested in its people and the work environment. We are committed to the belief that through your professional growth we can achieve our goals as a company. For this reason we require the following authorizations in order to properly evaluate your qualifications. We urge you to read the following points carefully before signing this employment application.

*I understand and agree to the following*

- A) The Company may obtain any and all information that it deems necessary to verify all of the statements made in this application. These may include an investigative *Consumer Report* or a *Credit Verification*. Should a Consumer Report or Credit Verification be done, I have the right to make a written request within a reasonable period of time to receive information contained in these reports.
- B) The Company and my previous employer(s) shall not be held liable in any respect if employment is not tendered, is withdrawn, or my employment is terminated due to falsification of my statements and answers in this application form. If I am employed, additional personal data will be required for determination of benefits and statistical purposes.
- C) The Company makes every effort to keep its working environment free of illegal drugs and alcohol. Before any offer of employment will be extended, I will be required to undergo a urinalysis for purposes of detecting illegal drugs and/or alcohol. This will be performed at the Company's expense. I further understand that if illegal drugs and/or alcohol are found in my system, I will not be extended an offer of employment, or that if a conditional offer of employment has been extended, it will be withdrawn.
- D) The Company may conduct a Department of Motor Vehicles check of my driving record and may obtain a criminal background investigation report.
- E) If I am employed by the Company, the Company or I may terminate that employment at will at any time and for any reason. No employee of the Company has the authority to modify this orally or in writing, except with the written approval of the Chief Executive Officer or the President of the Company.
- F) Though management tries to reasonably accommodate individual needs, business conditions may at times require working overtime, shiftwork, or a schedule that includes Saturdays, Sundays, and/or holidays.

Completion of this application does not imply a promise of employment.

I hereby acknowledge that I have read the above statements and understand them, and that any misrepresentation or omission of the facts called for herein will at the Company's option, result in the cancellation of consideration for employment, or dismissal from the Company if I have been employed.

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

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

### THIS SECTION FOR COMPANY USE ONLY

START DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

NON-EXEMPT/HOUR WAGE \_\_\_\_\_ NEW POSITION: \_\_\_\_\_

EXEMPT/ANNUAL SALARY \_\_\_\_\_ REPLACEMENT FOR: \_\_\_\_\_

INTERVIEWED BY: (NAME) \_\_\_\_\_ (DATE) \_\_\_\_\_

EMPLOYMENT APPROVED BY: (NAME) \_\_\_\_\_ (DATE) \_\_\_\_\_