



# Application for Employment

1521 East Washington Street  
Indianapolis IN 46201  
Phone: 317-639-4261  
Fax: 317-639-4361  
www.hornerelectric.com

Horner Electric, Inc. and its individual companies, Horner Industrial Services and Horner APG, LLC, are Equal Opportunity Employers and do not discriminate on the basis of age (as defined by applicable law), religion, sex, race, color, sexual orientation, national origin, disability or veteran status. It is our intention that all qualified applicants have equal opportunity and that selection decisions be based on job-related factors. Any applicant needing reasonable accommodation throughout the application and/or employment selection process should notify the Human Resources Department at 317-639-4261. Horner Electric, Inc. will provide reasonable accommodations to disabled applicants.

Name: \_\_\_\_\_ Date of Application \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_ Salary range requested \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone/s \_\_\_\_\_

Who referred you to us, or how did you hear about this job? \_\_\_\_\_

Type of employment desired  Full Time  Part-Time  Temporary  Seasonal Date you can start: \_\_\_\_\_

Shift (please note all for which you would like to be considered):  First  Second  Third

If hired, can you furnish proof you are eligible to work in the U.S.?  Yes  No

Are you 18 years of age or older?  Yes  No If not, state your age for child labor law purposes only: \_\_\_\_\_

Have you ever worked for a Horner Electric, Inc. company?  Yes  No

If yes, when \_\_\_\_\_ Title, location: \_\_\_\_\_

Have you ever applied at a Horner Electric, Inc. company?  Yes  No

If yes, when \_\_\_\_\_ For what position? \_\_\_\_\_

Do you have any relatives or friends currently employed by Horner Electric?  Yes  No

If yes, please provide name(s) and relationships: \_\_\_\_\_

Are you available to work overtime?  Yes  No

Are you available to be on call 24 hours/seven days a week if required by job?  Yes  No

Are you available for out of town work?  Yes  No

Have you ever been convicted of a violation of the law (except a minor traffic violation or sealed record)?  Yes  No

(A "yes" does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will be considered.)

If yes, give details: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

## Education

	School name and location	No. of Years	Degree/Diploma	Major/Minor
High School				
College				
Technical or trade school				

Describe any other special training you have received: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Work Experience:** This section must be completely filled out—a resume is not sufficient. Start with your current or most recent job, and account for all periods of employment (including full-time, part-time, and temporary) for the previous five years. Use additional pages if necessary.

1. Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  Full-time  Part-time  
 Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Finish Salary: \_\_\_\_\_  
 May we contact your supervisor?  Yes  No  
 Supervisor's name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Reason for leaving:  Resignation  Layoff  Dismissal Explanation: \_\_\_\_\_

2. Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  Full-time  Part-time  
 Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Finish Salary: \_\_\_\_\_  
 May we contact your supervisor?  Yes  No  
 Supervisor's name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Reason for leaving:  Resignation  Layoff  Dismissal Explanation: \_\_\_\_\_

3. Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  Full-time  Part-time  
 Duties: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Finish Salary: \_\_\_\_\_  
 May we contact your supervisor?  Yes  No  
 Supervisor's name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Reason for leaving:  Resignation  Layoff  Dismissal Explanation: \_\_\_\_\_

4. Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_  Full-time  Part-time  
Duties: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Finish Salary: \_\_\_\_\_  
May we contact your supervisor?  Yes  No  
Supervisor's name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Reason for leaving:  Resignation  Layoff  Dismissal Explanation: \_\_\_\_\_

Please explain any gaps in your employment history: \_\_\_\_\_

Do you have any non-paid work experience?  Yes  No

If yes, please explain: \_\_\_\_\_

Equipment which you are skilled? \_\_\_\_\_

Can you read and work from a blueprint?  Yes  No

Have you ever been discharged or forced to resign?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you received any disciplinary counseling in the last 12 months of employment?  Yes  No

If yes, please explain: \_\_\_\_\_

Were you given a performance review within the last 12 months of employment?  Yes  No

If yes, what was the range of scores used and what was your score? \_\_\_\_\_

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company?  Yes  No If yes, please explain: \_\_\_\_\_

### Professional References

Name	Telephone	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there anything else you would like us to know that will help us make a hiring decision? \_\_\_\_\_

## EEO Policy:

Horner Electric, Inc. maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operation. In compliance with federal and state laws, Horner Electric, Inc. hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, age, religious creed, marital status, citizenship, national origin, physical or mental handicap. This policy also applies to disabled veterans and veterans of the Vietnam Era.

## Applicant's Certification and Agreement:

It is very important that you read this section carefully and that you fully understand it before you sign it. This section affects your legal rights.

- I certify that the information contained in this application is correct to the best of my knowledge and understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or, if hired, termination. I authorize any of the persons or organizations referenced in this application to give Horner Electric, Inc. any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties and Horner Electric, Inc. from all liability for any damage that may result from furnishing such information. I authorize Horner Electric, Inc. to request and receive such information.
- Horner Electric, Inc. participates in E-Verify, an internet-based system that allows an employer to confirm the eligibility of an employee to work in the United States. The E-Verify system is operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). Through E-Verify, employers transmit information provided by the employee on the Form I-9 to the SSA and DHS to ensure authorization to work in the United States. It also validates that your name, social security number, date of birth, citizenship status, and any other non-citizen information you provide your employer on the Form I-9 are consistent with government records.
- If employed, I understand that I will be an employee "at will" and either Horner Electric, Inc. or I may terminate my employment relationship at any time with or without notice for any reason that does not violate the law.
- I agree to comply with Horner Electric, Inc.'s rules, regulations and policies, and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn or supplemented at any time, and without prior notice to me.
- I acknowledge that any offer of employment, or my acceptance of an employment offer, if such is to occur, may be withdrawn with or without cause, and with or without prior notice, at any time, at the option of Horner Electric, Inc. or myself. I understand that this application and any other documents that I may receive are not contracts of employment. I further understand that no representative of Horner Electric, Inc. other than an officer has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.
- I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while Horner Electric, Inc. will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts or other agreements. I consent to these requirements as necessary and legitimate conditions of employment.

I have read and understand everything on this application.

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Print name

Signature

Date

## Voluntary Affirmative Action Form

The information requested within this section will be used solely to record information as part of our Affirmative Action Program.

Your provision of this information is optional. Your decision not to complete this section will not affect consideration of your application or subject you to any adverse treatment. Upon completion, this information will be separated from the application and only accessed by the Human Resources Department.

Thank you for your cooperation.

### Applicant Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Race or Ethnic Identity** – Please check one of the descriptions below corresponding to the ethnic group with which you identify.

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

Gender

Male

Female

### Veteran Status

- Vietnam Era Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Recently Separated Veteran
- Armed Forces Service Medal Veteran
- I do not wish to Self-Identify

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