



Capitol City Electric
4220 Lucile Dr. Suite #1
Lincoln, NE 68506

Electrical Employment Application

Position(s) Applying for: _____

Application Date: ____/____/____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: ____-____-____ Work Phone: ____-____-____ Cell: ____-____-____

Email Address: _____

How did you hear about our company? _____

Employment Information

Citizenship/Work Status: U.S. Citizen Green Card Holder U.S. Work Permit/Visa
 Canadian Citizen Canadian Work Permit/Visa

Current Employer (if any): _____

Years of Work Experience **directly related** to the position you are applying for: _____

Employment Type Desired: Full-Time Part-Time

Desired Compensation: \$_____ Hourly Annual

Other Compensation Desired: _____

When are you available to start work? _____



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Education

Type of School	Name of School	Location	Years Completed	Major & Degree
High School				
College/University				
Bus. or Trade School				
Professional School				

Criminal History

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR (except any minor traffic violations?) No Yes

If yes, please explain and attach any relevant documentation: _____

Driver's License Information

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

Do you have reliable transportation to work (please be specific)? _____

Driver's license number: _____ State of Issue: _____

Operator Commercial (CDL) Chauffeur Do you have a clean driving record? Yes No

List any Moving Violations and/or Accidents from the last 3 years: _____



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Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No Branch: _____

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES? Yes No

Specialty: _____ Date Entered: _____ Discharge Date: _____

Work Experience

Please list your work experience for the past 5 years, beginning with your most recent job.

If you were self-employed, give firm name. Attach any additional sheets if necessary. Attach resume if applicable.

Name of employer:	Name of last supervisor:	Employment dates: From:	Pay or salary: Start:
Address with city/state/zip:	Your last job title:	To:	Final:
Phone:	Specific reason for leaving:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor:	Employment dates: From:	Pay or salary: Start:
Address with city/state/zip:	Your last job title:	To:	Final:
Phone:	Specific reason for leaving:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			



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Name of employer:	Name of last supervisor:	Employment dates: From:	Pay or salary: Start:
Address with city/state/zip:	Your last job title:	To:	Final:
Phone:	Specific reason for leaving:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor:	Employment dates: From:	Pay or salary: Start:
Address with city/state/zip:	Your last job title:	To:	Final:
Phone:	Specific reason for leaving:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			



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Electrical Industry Skills

What types of systems have you worked with? (Select all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Access Control | <input type="checkbox"/> Fire Systems | <input type="checkbox"/> Power Distribution |
| <input type="checkbox"/> Building Management | <input type="checkbox"/> High Voltage | <input type="checkbox"/> Radio-RF |
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Hydraulic Systems | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Climate Control | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Signaling Systems |
| <input type="checkbox"/> Data | <input type="checkbox"/> Manufacturing Equipment | <input type="checkbox"/> Solid State |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Mechanical Systems | <input type="checkbox"/> Street & Highway Lighting |
| <input type="checkbox"/> Emergency Critical Load
(computer) Distribution
Systems | <input type="checkbox"/> Medium Voltage | <input type="checkbox"/> Traffic Signaling |
| | <input type="checkbox"/> Overhead Cranes | <input type="checkbox"/> Transistorized Subsystems |
| | <input type="checkbox"/> Pneumatic Systems | <input type="checkbox"/> Voice/Telecom |

What types of wiring have you worked with? (Select all that apply)

- | | | | | | |
|------------------------------|-------------------------------|-------------------------------|--------------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> 110 | <input type="checkbox"/> 4160 | <input type="checkbox"/> Cat5 | <input type="checkbox"/> Fiber Optic | <input type="checkbox"/> Phone | <input type="checkbox"/> 220 |
| <input type="checkbox"/> 480 | <input type="checkbox"/> Coax | | | | |

What specific parts, accessories, or fixtures have you worked with? (Select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> 3-Way Switches | <input type="checkbox"/> Electrical Switchgear | <input type="checkbox"/> Motor Controls |
| <input type="checkbox"/> AC | Assemblies | <input type="checkbox"/> Motors |
| <input type="checkbox"/> Attic Fans | <input type="checkbox"/> Fluorescent Lighting | <input type="checkbox"/> Outlets |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Fuse Box | <input type="checkbox"/> Panel Boards |
| <input type="checkbox"/> Circuit Breaker Box | <input type="checkbox"/> Fuses | <input type="checkbox"/> PLC |
| <input type="checkbox"/> Conduit Pipe | <input type="checkbox"/> Generators | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Conduit Tubing | <input type="checkbox"/> Halogen Lighting | <input type="checkbox"/> Service Box |
| <input type="checkbox"/> Control Panel | <input type="checkbox"/> Intercoms | <input type="checkbox"/> Terminals |
| <input type="checkbox"/> DC | <input type="checkbox"/> Lighting Fixtures - Recessed | <input type="checkbox"/> Transformers |
| <input type="checkbox"/> Dimmer Switches | <input type="checkbox"/> Lighting Fixtures - Surface | <input type="checkbox"/> Variable Frequency Drive |
| <input type="checkbox"/> Electric Meter | Mount | <input type="checkbox"/> Wall Switch |
| | <input type="checkbox"/> Load Centers | |

What applications do you have experience with? (Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Hospitals/Medical | <input type="checkbox"/> Off-Shore |
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Industrial | <input type="checkbox"/> Public Utilities |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Floating Floor | <input type="checkbox"/> Marine | <input type="checkbox"/> School |
| <input type="checkbox"/> Government Projects | <input type="checkbox"/> Multi-Family | |



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What Job Functions have you performed? (Select all that apply)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Activity Reporting | <input type="checkbox"/> Driving | <input type="checkbox"/> NETA | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Activity Tracking | <input type="checkbox"/> Drywall Repair | <input type="checkbox"/> OEM | <input type="checkbox"/> Sales – In Home |
| <input type="checkbox"/> Advertising (broadcast) | <input type="checkbox"/> Electrical Compatibility | <input type="checkbox"/> Operate Power Tools | <input type="checkbox"/> Sales - Retail |
| <input type="checkbox"/> Advertising (online) | <input type="checkbox"/> Engineer/PE | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> Sales - Wholesale |
| <input type="checkbox"/> Advertising (print) | <input type="checkbox"/> Estimator | <input type="checkbox"/> P&L | <input type="checkbox"/> Sales - Residential |
| <input type="checkbox"/> Air Hammer Operation | <input type="checkbox"/> Executive | <input type="checkbox"/> Plan-0-Grams/Schematics | <input type="checkbox"/> Sales Management, Area |
| <input type="checkbox"/> ANSI | <input type="checkbox"/> Expense Reports | <input type="checkbox"/> Plan/Spec | <input type="checkbox"/> Sales Management, National |
| <input type="checkbox"/> Appliance Installation | <input type="checkbox"/> Fabricating | <input type="checkbox"/> Planning | <input type="checkbox"/> Sales Management, Regional |
| <input type="checkbox"/> Assembling | <input type="checkbox"/> Facility Manager | <input type="checkbox"/> Policy/Procedure Development | <input type="checkbox"/> Sales Training Development |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Field Supervisor | <input type="checkbox"/> Power Tools | <input type="checkbox"/> Service |
| <input type="checkbox"/> Building Codes | <input type="checkbox"/> Forecasting | <input type="checkbox"/> Prepare Financial Reports | <input type="checkbox"/> Service Agreements |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Foreman | <input type="checkbox"/> Presentation Preparation | <input type="checkbox"/> Shipping Coordination |
| <input type="checkbox"/> Call Center Management | <input type="checkbox"/> General Construction | <input type="checkbox"/> Preventative Maintenance | <input type="checkbox"/> Shipping/Receiving |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> General Manager | <input type="checkbox"/> Product Demonstration | <input type="checkbox"/> Sizing Wires/Cables |
| <input type="checkbox"/> Change Orders | <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Production | <input type="checkbox"/> Soldering |
| <input type="checkbox"/> Channel Development | <input type="checkbox"/> IEEE | <input type="checkbox"/> Production Specialist | <input type="checkbox"/> Staffing |
| <input type="checkbox"/> Client Interaction | <input type="checkbox"/> Inspector | <input type="checkbox"/> Project Management | <input type="checkbox"/> Strategic Alliances |
| <input type="checkbox"/> Client/Account Management | <input type="checkbox"/> Install Conduit | <input type="checkbox"/> Project Scheduling | <input type="checkbox"/> Superintendent |
| <input type="checkbox"/> Cold Calling | <input type="checkbox"/> Installation | <input type="checkbox"/> Promotions Development | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Commission Development | <input type="checkbox"/> Installation -New Construction | <input type="checkbox"/> Proposal Development | <input type="checkbox"/> Take-offs |
| <input type="checkbox"/> Computer Literate | <input type="checkbox"/> Instructor | <input type="checkbox"/> Proposal Presentation | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Conduit Benders | <input type="checkbox"/> International | <input type="checkbox"/> Prospecting/Lead Generation | <input type="checkbox"/> Telemarketing - Inbound |
| <input type="checkbox"/> Connect Wires | <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Punch List | <input type="checkbox"/> Telemarketing - Outbound |
| <input type="checkbox"/> Consultative Selling | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Purchase Orders | <input type="checkbox"/> Territory Management |
| <input type="checkbox"/> Contract Negotiations | <input type="checkbox"/> Layout | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Test Meter Operation |
| <input type="checkbox"/> Contract/Proposal Preparation | <input type="checkbox"/> Lead Generation | <input type="checkbox"/> Quality Assurance/Control | <input type="checkbox"/> Tracing Short Circuits |
| <input type="checkbox"/> Conventions/Trade Shows | <input type="checkbox"/> Lead Management | <input type="checkbox"/> Read Blueprints | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Leadership | <input type="checkbox"/> Read Schematics | <input type="checkbox"/> Troubleshooting |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Machine Operator | <input type="checkbox"/> Report Generation | <input type="checkbox"/> Using Ammeters |
| <input type="checkbox"/> Department Forecasting | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Reporting | <input type="checkbox"/> Using Ohmmeters |
| <input type="checkbox"/> Design/Build | <input type="checkbox"/> Maintenance -Apartment Manager | <input type="checkbox"/> Research | <input type="checkbox"/> Using Oscilloscopes |
| <input type="checkbox"/> Designer | <input type="checkbox"/> Manufacturer Rep | <input type="checkbox"/> Rewire Structures | <input type="checkbox"/> Using Voltmeters |
| <input type="checkbox"/> Develop Relationships/Alliances | <input type="checkbox"/> Market Analysis | <input type="checkbox"/> Rough-In | <input type="checkbox"/> Vendor Coordination |
| <input type="checkbox"/> Dispatching | <input type="checkbox"/> Material Handler | <input type="checkbox"/> Run Wiring in Conduits | <input type="checkbox"/> Wiring - Connecting |
| <input type="checkbox"/> Drafting | <input type="checkbox"/> National Electrical Code | <input type="checkbox"/> Run Wiring Underground | <input type="checkbox"/> Wiring - Installation |
| <input type="checkbox"/> Draftsman | <input type="checkbox"/> NEC Standards | <input type="checkbox"/> Safety | <input type="checkbox"/> Wiring – Testing |
| | <input type="checkbox"/> Negotiate Contracts | <input type="checkbox"/> Safety Coordinator | |

What computer related experience do you have? (Select all that apply)

- | | | | | |
|-----------------------------------|--|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> ACT | <input type="checkbox"/> Estimation (software) | <input type="checkbox"/> MS Access | <input type="checkbox"/> MS Powerpoint | <input type="checkbox"/> SalesLogix |
| <input type="checkbox"/> Approach | <input type="checkbox"/> Goldmine | <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS Word | <input type="checkbox"/> WinSales |
| <input type="checkbox"/> AutoCad | | <input type="checkbox"/> MS Office | <input type="checkbox"/> QuickPen | |

Certifications and Licenses

What Certifications & Licenses do you have? (Select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Apprentice Electrician License | <input type="checkbox"/> Master Electrician License |
| <input type="checkbox"/> Journeyman Electrician License | <input type="checkbox"/> Registered Professional Engineer |

Include State and License Numbers for any licenses selected above: _____

Other licenses & Certifications held: _____



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Additional Information

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. If you have a resume, please include it with this application.

Professional References

Please list 3 -4 people you have worked with who can attest to your On-the-Job experience and performance.

Name
Position
Company
Telephone
Email

Name
Position
Company
Telephone
Email

Name
Position
Company
Telephone
Email

Name
Position
Company
Telephone
Email



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AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and I understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Capitol City Electric, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Capitol City Electric, Inc., it will be on an at-will-basis. This means that either Capitol City Electric, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Capitol City Electric, Inc. I release Capitol City Electric, Inc., and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Capitol City Electric, Inc. to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Capitol City Electric, Inc. and its employees from all liability arising out of such investigation.

I understand and agree to the following:

- All personnel are required to comply with OSHA guidelines-non-compliance will be grounds for termination
- Wear Personal Protective Equipment (PPE) as required by job or supervisor
- Inspect all tools and equipment for safe operation before using
- "Test before Touch"-test all electrical circuits with equipment designated for that purpose
- Do not perform work on energized circuits
- Apply appropriate lock out/tag out measures to prevent circuits from becoming energized
- No Show/No Call will be grounds for termination

Signature of Applicant _____ Date: ____/____/____

Print Name: _____

Equal Opportunity Employer

Capitol City Electric, Inc. provides equal opportunity to all employees or applicants without regard to race, sex, color, national origin, religion, disability, marital status, pregnancy or protected age.