

Employment Application for O. C. Communications, Inc.

Please read carefully, complete fully and sign this application. (Application must be completed in full even if attaching a resume.) An equal opportunity employer.

Position Applying for: _____		Date of Application: _____	
Last Name	First	Middle	
Present Address		City/State /Zip	
(____)	(____)		
Home Phone	Cell Phone	Email Address	

Please circle the appropriate answer to the following questions:

1. Have you ever applied to or worked for O. C. Communications before? Yes No If yes, when? _____
2. Do you have any friends or relatives working for O. C. Communications? Yes No If yes, _____
Name Relationship
3. If hired, would you have a reliable means of transportation to and from work? Yes No
4. Are you 21 years old and have had three (3) current years of consecutive driving experience? Yes No
5. If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No
6. Would you be able to work overtime, if necessary? Yes No
7. Would you be able to work on weekends? Yes No
8. For company positions that involve driving: Do you have a valid driver's license? Yes No
Note: Employment is subject to verification of driving history.
9. Are you taking any medications that would impair your ability to operate machinery, drive a vehicle or climb a ladder? Yes No
 If yes, please explain: _____
10. Have you ever been convicted of a criminal offense? Yes No If yes, state nature of the crime(s) _____
11. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No
Note: All field technicians will need to lift and maneuver between 75 – 90 pounds, climb ladders and utility poles. If no, describe the functions that cannot be performed: _____
12. Are you currently employed? Yes No If so, may we contact your current employer? Yes No

EDUCATION, TRAINING & EXPERIENCE

School	Name/City/State	# Years Completed	Did you graduate?	Degree/ Diploma
High School			Yes	
			No	
College/ University/ Vocational School			Yes	
			No	

All initial offers of employment with O. C. Communications will be made contingent upon satisfactory completion by the applicant of a pre-employment drug screening and background check. In addition, if applicable to the job position, the applicant's driving record must be acceptable to O. C. Communications' insurance carrier to be eligible.

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient.) Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer / Telephone No.	Type of Business	City/State of Employer	Dates of Employment		Your position and duties	Weekly Pay:		Reason for Leaving
			From	To		Starting	Ending	

Attach additional page(s) or write on the back of this sheet, if necessary.

REFERENCES

List below two persons not related to you who have knowledge of your work performance within the last three years.

Name	Address/City/State	Telephone No.	Occupation	No. of years acquainted

Please read carefully, initial each paragraph and sign below:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
 Initials

_____ I hereby authorize O. C. Communications to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to O. C. Communications any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release O. C. Communications, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
 Initials

_____ I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and O. C. Communications. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or O. C. Communications and that no promises or representations contrary to the foregoing are binding on O. C. Communications unless made in writing and signed by me and O. C. Communications' designated representative.
 Initials

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by O. C. Communications, I am entitled to copies of any such public records obtained by O. C. Communications unless I check below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked below.
 Initials

_____ I waive receipt of a copy of any public record described in the paragraph above.
 Initials

_____ Date

_____ Applicant's signature "Ej genlj gtg'vq'cempqy ngf i g'grgextpke'uki pcwtg