

# APPLICATION FOR EMPLOYMENT



*Power Distribution Center, Inc. (PDC) is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state or provincial law.*

**Please complete entire application to ensure processing.**

<b>PERSONAL INFORMATION</b> (Please print)					
Name	Last	First	Middle	Social Security/Social Insurance Number	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes _____ No _____ <small>(PDC is required to comply with federal, state, or provincial law.)</small>					
<b>U.S. Applicant Only:</b> Are you legally eligible for employment in the U.S.? Yes _____ No _____ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime in the last seven (7) years? Yes _____ No _____ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.		
Present Address		Street		City	State/Province
Permanent Address		Street		City	State/Province
Phone Number		Daytime	Evening	Referred By	

<b>EMPLOYMENT DESIRED</b>							
Position	Location/Department			Salary Desired		Date You Can Start	
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? _____ Have you ever worked for Power Distribution Center? _____ If yes, when? _____ Which department? _____							

<b>EDUCATION</b>				
	Name and Address of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for \_\_\_\_\_

**SKILLS** *For Office/Administrative positions only*      Typing WPM: \_\_\_\_\_      10-Key:  Yes  No

Computer Proficiency:     Word for Windows     Excel     Others: \_\_\_\_\_

Have you ever visited PDC or MiArea at a show? Where? Describe your experience. \_\_\_\_\_

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What is it about Alternative Energy that you like most? \_\_\_\_\_

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Why would you like to work for PDC and how did you hear about us? \_\_\_\_\_

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Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? \_\_\_\_\_

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**FORMER EMPLOYERS**

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

<b>1</b>	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
<b>2</b>	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
<b>3</b>	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
<b>4</b>	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

**REFERENCES**

Give below the names of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

I hereby authorize PDC to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by PDC to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of PDC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate PDC to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or PDC at any time without prior notice for any reason.)**

Date \_\_\_\_\_

Signature \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO HIRING A DIVERSE WORKFORCE.**