



Thern Electric & Solar
Established 1985
Certified Green Business

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www.thernelectric.com BBB A+ Rating

Dear Electrical Trainee,

Thank you for your inquiry.

Please be aware that an electrical contractor is not permitted to hire an unregistered Electrical Trainee – doing so would involve a fine and possible revocation of contractor’s license. If you are not currently a California Registered Electrical Trainee, you will need to enroll in California approved training classed and become registered with the State of California as a condition of hire.

Due to long experience, we only hire persons who reside within a reasonable distance of our jobs. If you do not live in one of the following areas, you will not be considered for hire:

- **Napa County, City of Sonoma (or close to City of Sonoma), Vallejo (or close to Vallejo), Fairfield or Suisun.**

APPLICATION Please fill out **completely** with dates of employment, salary and position held for each employer and include a phone and fax number for each. Please be very specific on the application what your training and experience has been, and what other certificates you hold. If you run out of room, use additional paper or the back of the paper. Sign and date each form. You may mail or fax them back to us (see above), or drop them by our office. NOTE: a resume is not a substitute for the application.

JOB DESCRIPTION Please review carefully and if there is something on this list with respect to either general requirements or physical ability that you cannot fulfill at this time, please include an explanation in your application.

DRUG TESTING POLICY. Please read carefully, sign, date and return with your application.

If an interview is scheduled, in order to verify employment eligibility as required by law, and because our employees drive onto construction sites, we will also need to review the following documents. Please bring them with you if an interview is scheduled:

1. Social Security card or proof of eligibility to work in the United States
2. Copy of Driver’s License
3. Copy of **current** vehicle registration
4. Copy of **current** vehicle insurance
5. Copy of **current** DMV report (you need to have an acceptable driving record)
6. Copy of Electrical Certification card.

Because our employees enter our customers’ homes and businesses, please be aware that Thern Electric & Solar will require permission to perform a background check from applicants whom we want to hire.

Sincerely,

Thern Electric & Solar

APPLICATION FOR CALIFORNIA REGISTERED ELECTRICAL TRAINEE

PLEASE NOTE: IN ORDER TO BE CONSIDERED FOR AN INTERVIEW, THIS APPLICATION MUST BE COMPLETED THOROUGHLY, SIGNED AND DATED. IN ADDITION, PER JOB ADVERTISEMENT, YOU MUST HAVE AN INSURED & REGISTERED TRUCK OR VAN CAPABLE OF CARRYING TOOLS AND MATERIALS.

Date: _____

Last Name		First Name		Middle Name		Social Security #	
Present Address			City		State		Zipcode
Telephone		Message Phone		Email			
Permanent Address if different from above			City		State		Zip Code

GENERAL

POSITION DESIRED: _____

REQUESTED SALARY: _____ NEGOTIABLE? Yes _____ No _____

Are you currently an indentured apprentice? Yes _____ No _____

If yes—what organization? _____

Are you a registered Electrical Trainee? ___Yes ___No ET # _____ Expiration date _____

Upon request can you provide proof that you are authorized to work in the United States? ___Yes ___No

Are you over 18 years of age? ___Yes ___No
(If under 18, hire is subject to verification that you are of minimum legal age.)

Date available for employment: _____

Have you ever worked for us? Yes _____ No _____ If yes, when: _____

Have you applied for work with us before? Yes _____ No _____ If yes, when: _____

How were you referred to us?

Employee _____
Advertisement _____
Other _____

List any friends, acquaintances and/or relatives working at THERN ELECTRIC INC and their relationship to you (if none, write “none”):

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HOURS:

Are you applying for:

Regular Full-time work _____ Regular Part-time work _____

Temporary work _____ (e.g., summer or holiday work) Specify: _____

Specify any hours or days you cannot or will not work: _____

Are you willing to work overtime if needed? _____ Yes _____ No

EDUCATION

High School or G.E.D. _____ Graduated? _____ Yes _____ No

Post-Secondary School (if none, write none): _____ From: _____ To: _____
_____/_____/_____

Subject studied: _____ Graduated? _____ Yes _____ No
_____/_____

Type or degree/diploma/certificate _____ Major or Subjects studied _____

College/University/Trade School (if none, write "none"): _____ From: _____ To: _____
_____/_____/_____

_____/_____

Type or degree/diploma/certificate _____ Major or Subjects studied _____

Other _____

Languages you speak fluently _____ Write fluently _____

EMPLOYMENT HISTORY

(Start with your most recent position, use back of sheet if necessary. ***Do not omit any employers for whom you have worked over the last 10 years. Provide at least one phone number for each employer.***

EMPLOYER: _____

Address _____

Telephone (_____) _____ FAX (_____) _____

Start date _____ Starting position _____ Salary _____ hr/mo.

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Date stopped _____ Salary _____ hr/mo. Medical: ___ Yes ___ No Vacation Pay: ___ Yes ___ No

Job title: _____

Supervisor: _____

Briefly description of your responsibilities: _____

Reason for leaving: _____

EMPLOYER: _____

Address _____

Telephone (_____) _____ FAX (_____) _____

Start date: _____ Starting position: _____ Salary: _____ hr/mo.

Date stopped: _____ Salary: _____ hr/mo. Medical: ___ Yes ___ No Vacation Pay: ___ Yes ___ No

Job title: _____

Supervisor: _____

Briefly description of your responsibilities: _____

Reason for leaving: _____

EMPLOYER: _____

Address _____

Telephone (_____) _____ FAX (_____) _____

Start date _____ Starting position _____ Salary _____ hr/mo.

Date stopped _____ Salary _____ hr/mo. Medical ___ Yes ___ No Vacation Pay ___ Yes ___ No

Job title: _____

Supervisor: _____

Briefly description of your responsibilities: _____

Reason for leaving: _____

OTHER RELEVANT BACKGROUND

If you have done electrical work, indicate total years experience _____ and the **percentage** of experience on the following:

_____ % residential _____ % commercial _____ % industrial _____ % low voltage.

Do you have any experience with motor controls? _____ Yes _____ No

Do you have any special training relevant to the job applied for (such as telephone systems, etc.)? Be specific: _____

Specify any special skills relevant to the job applied for: _____

Please estimate the number of actual hours experience you have performing the following paperwork.

TASK	HRS	TASK	HRS
Inventory & Inventory return		Timecard job allocation	
Work Authorizations or Change Orders		Work performed summaries	
Blueprint reading		Material and shipments tracking	
Field reports		Purchasing	
Mileage tracking		Service Work Orders	

Do you like or dislike working alone? _____ Like _____ Dislike _____ No preference

Are you familiar with the NEC? _____ Yes _____ No Which year? _____

Have you done electrical service work? _____ Yes _____ No Remodel? _____ Yes _____ No

If you are currently employed under a written contract with any company, and that contract restricts you in any way in working for a competitor, please specify the restrictions:

(THERN ELECTRIC INC may request a copy of the relevant sections of the contract.)

ESSENTIAL REQUIREMENTS OF THE POSITION

The essential requirements of the job for which you are applying are specified on the attached job description.

Can you perform the listed essential requirements with or without reasonable accommodation? ___Yes ___No

If this box is checked, the position applied for is contingent upon the employee passing a job related physical examination.

(Note: We comply with the ADA and state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

WORK REFERENCES (NOT PERSONAL REFERENCES)

NAME: _____ **Address:** _____

Telephone number: (____) _____ **Occupation:** _____

Years known: _____

How known: _____

NAME: _____ **Address:** _____

Telephone number: (____) _____ **Occupation:** _____

Years known: _____

How known: _____

NAME: _____ **Address:** _____

Telephone number: (____) _____ **Occupation:** _____

Years known: _____

How known: _____

MILITARY SKILLS Have you acquired, or were you trained in any skills relevant to the position applied for while in U.S. military service?

If yes, specify skills: _____

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OTHER

Have you ever been convicted of any crime? Yes No (You may leave out any reference to conviction of possession of less than an ounce of Marijuana for personal use longer than two years ago.)

Describe nature of the crime(s), when and where convicted and disposition of the case:

(A conviction will not necessarily disqualify an applicant for the job applied for. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. You may exclude any conviction where the record was judicially ordered sealed, expunged or statutorily eradicated; and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed.)

Have you ever been disciplined for harassment of any kind by a prior employer? _____

Describe: _____

Are you currently under arrest pending trial? Yes No

If yes, describe how it will affect your availability for work, if at all: _____

Have you ever stolen property or money from a former employer? Yes No

Describe: _____

Have you ever damaged a former employer's property? Yes No

Describe: _____

Do you carry a weapon on your person? Yes No

If yes, do you have a permit to carry the weapon? Yes No

Our company has a no-smoking policy. Will this be a problem for you? (circle one) Yes No

Do you have daily use of a vehicle to get to jobs? Yes No Type? Car Truck

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Does this vehicle have up-to-date auto liability insurance? Yes No

Drivers license number _____ Type(s) _____

Thern Electric INC, in order to aid in assessment of level of competence and wage, may require a working interview. A working interview entails working on a job site with a supervisor for one day, for which you would be paid a minimum of \$12 per hour. Are you willing to participate in a working interview? Yes No

In 2000, legislation was passed that requires all electrical workers to be registered. In addition, journeymen must be certified and electrical trainees must be enrolled in CA State approved training courses. By law, no electrical contractor will be allowed to employ unregistered/uncertified workers.

If you are not yet certified, are you prepared to take a minimum of 4 hours per week of training classes at night or on weekends? Yes No

Where do you want to be in 5 years? _____

We comply with the requirements of the Americans with Disabilities Act. If you feel that you require a reasonable accommodation at any step of the interview/application process please notify us within a reasonable time. We may request that you support your request with medical documentation.

It is our policy and intent to provide equal opportunity to all persons without regard to race, color, religion, political affiliation, sex, pregnancy, marital status, sexual orientation, age, ancestry, national origin, disability, medical condition, or genetic characteristics as defined in state and federal laws. This policy covers all facets of employment including, but not limited to: recruitment, selection, placement, promotions, transfers, demotions, terminations, training, compensation and all aspects of employment.

PLEASE CAREFULLY READ THE FOLLOWING STATEMENT BEFORE SIGNING:

I hereby certify that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have not knowingly withheld any information that may adversely affect my chances for employment. I understand that any error or omission of information may result in denial of employment or termination at any time. I authorize all my current and former employers and their employees, past or present, to give Thern Electric INC any and all information concerning my employment history and any pertinent information they may have, personal or otherwise. I also authorize that all my former schools may give Thern Electric INC any or all information concerning my education. I also authorize all the references that I have provided to give any information to Thern Electric INC that it considers relevant to its consideration of my application. I waive all privacy interests in such information.

I further release all the sources referenced above (and all their employees, officers, directors and agents) and Thern Electric INC (and its employees, officers, directors and agents) of all claims and liability for any damages resulting from their furnishing any information, whether I agree or disagree with the content of the disclosed information. Thus, I understand that if any one of the above sources discloses information which I believe to be erroneous, I cannot bring any legal action against that source or Thern Electric INC regarding the disclosure of the information. In this regard, I waive any and all benefits associated with California Civil Code Section 1542, which provides:

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"General Release/Claims Extinguished. A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

If employed, I understand that my employment can be terminated with or without cause, at any time, and for any reason, or no reason, at the option of either the Company or myself. I understand that no one, other than the owner of Thern Electric INC Construction has any authority to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the foregoing. Any agreement entered into by the owner can only be made in writing signed by him/her and the employee.

I understand that the issuance of this Application does not indicate that there are necessarily any positions open at this time.

Date _____

Signature _____

Print name _____

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APPLICATION FOR EMPLOYMENT STATEMENT

1. If I am offered employment by Thern Electric INC, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States (form I-9).
2. If offered employment, I will as a condition of employment, be required to submit proof of a valid driver's license and evidence of current automobile registration and insurance (amount of coverage as required by state law) as required for my position.
3. If offered employment, I will, as a condition of employment, be periodically required to provide an original copy of my "Motor Vehicle record (MVR)" from the department of Motor Vehicles and current registration and insurance.
4. If offered employment, I will, as a condition of employment, be required to maintain a "clean" MVR (i.e., MVR can NEVER have MORE THAN three minor violations, two at-fault accidents, and combination of minor violations plus at-fault accidents totaling no more than three occurrences. I further understand and agree that my application for employment may be rejected and/or my employment may be immediately terminated if my MVR reflects violations in excess of these listed (and/or reflects a DUI, DWI or Reckless Driving conviction within the past three years), regardless of when it's discovered.
5. If offered employment, it will be a conditional offer based on my successful passing of both a drug test and alcohol screen and a post-offer medical examination if requested. By signing my name below, I consent to these procedures.
6. If offered employment, I will be required to conform to the rules and regulations of Thern Electric INC.
7. As a condition of my employment, I may be required to undergo drug testing, and any other test to the extent permitted by applicable laws.
8. If offered employment, it will be offered on a condition that I sign an acknowledgment that my employment and compensation with Thern Electric INC is expressly "at-will". Under the "at-will" policy neither you nor Thern Electric INC is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at-will. Either the staff member or Thern Electric INC may terminate the employment relationship at any time, with notice, for any lawful reason or no reason at all. Thern Electric INC also retains the right to demote, transfer, change job duties, and change compensation at any time with or without notice at its sole discretion.
9. If offered employment, it will be offered on a condition that I sign a confidentiality agreement. I understand that certain types of company information are confidential and may not be discussed with other employees, company competitors, etc. I agree to comply with company policy at all times and maintain all procedures designed to protect company information.
10. I understand and agree to arbitrate any dispute or controversy, both statutory and non-statutory, concerning or in any way relating to my employment or prospective employment with Thern Electric INC, in accordance with the rules of the American Arbitration Association or a mutually agreeable arbitrator. I further understand and agree that, as a condition of employment, I may be required to enter into an employment agreement that will, among other things, include an agreement to arbitrate all disputes arising out of my employment or the termination of my employment.
11. By signing my name below, I certify that the answers given in this application for employment are true and correct to the best of my knowledge. I understand that any false or misleading information given or omission of facts) on this application or on any supporting documents, regardless of when discovered, may result, in immediate termination of my employment.
12. I understand that no supervisor or manager may alter or amend the conditions set forth in paragraphs one (1) through twelve (11) above by any written document or by any behavior, I also understand that the foregoing conditions can only be altered or amended by a written agreement signed by me and an authorized owner of Thern Electric INC.
13. I AUTHORIZE SUCH INQUIRY INTO THE STATEMENTS MADE IN THIS APPLICATION AS MAY BE NECESSARY IN REACHING AN EMPLOYMENT DECISION. I RELEASE ANY PROVIDER OF SUCH INFORMATION, INCLUDING PRIOR EMPLOYERS, FROM ANY LIABILITY FOR DOING SO.

Print your name _____

Sign your name _____ Date _____

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NOTICE TO APPLICANTS - DRUG TESTING PROGRAM

Thern Electric INC has a vital interest in maintaining safe, healthful and efficient working conditions for its customers, the public employees. Using or being under the influence of drugs and/or alcohol on the job may pose serious safety and health risks not only for the user, but to the public and all those who work with the user. The possession, use or sale of an illegal drug or controlled substance may also pose unacceptable risks to safe, healthful and efficient operations.

To meet this compelling interest, individuals who wish to be considered for employment must agree to **PRE-PLACEMENT DRUG TESTING & DRUG AND ALCOHOL TESTING DURING EMPLOYMENT.**

By completing and signing this Notice and the attached Application of Employment, the applicant understands and agrees to submit to drug and alcohol testing if requested during the course of employment as provided for in the Company's Drug and Alcohol Policy. Submission of an altered or adulterated specimen or the substitution of a specimen by the applicant will result in a withdrawal of the employment offer.

ANY APPLICANT WHO IS UNWILLING TO AGREE TO THESE CONDITIONS SHOULD NOT APPLY FOR EMPLOYMENT.

Applicant's Signature

Date

CALIFORNIA ELECTRICAL TRAINEE

The following is a list of requirements for the position of first year Electrical Trainee:

1. Speak English fluently and write English clearly.
2. High school diploma with one year of algebra with passing grade.
3. Permission to work in the United States.
4. Must have own vehicle to drive to jobsites.
5. Must have a valid driver’s license with clean DMV driving record.
6. Valid (current) vehicle insurance.
7. Valid (current) vehicle registration.
8. Clear background check.
9. Drug free.
10. If not currently enrolled in a California approved training program, must become enrolled.
11. If not currently registered as a California Electrical Trainee, must become registered.
12. Must live in one of the following areas:
 - a. Napa County, City of Sonoma (or close to City of Sonoma, Vallejo (or close to Vallejo), Fairfield or Suisun

The following physical skills are necessary. Some of the skills will be required over prolonged time periods (i.e., for a number of hours per day).

Climb up and down ladders	Kneeling
Climb up and down scaffolds	Working with two hands
Crawl in attics and under floors	Twisting at the wrists
Lift 60 pounds	Drilling overhead
Squatting	Walking
Bending at the waist	Walking across framing members
Digging	Hammering
Pulling wire overhead	Pulling wire through conduit
Pulling wire through framing	