

## Employee Application 2010

**Non-Discrimination Policy:** *Automatic Building Controls LLC, is committed to the principle of equal opportunity in education and employment. ABC does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.*

**Directions:** *Please complete the following application and return to Automatic Building Controls LLC's Human Resource Department. Automatic Building Controls LLC is an equal opportunity employer.*

### GENERAL INFORMATION

Date:

Last Name:

First Name:

Middle:

Current Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email Address:

Social Security No.

Date of Birth:

Emergency Contact/Relationship:

Emergency Phone:

Employment Desired:  Full-Time  Part-Time  Shift Work  Temporary  Contract Labor  Overtime

Position(s) Applied For:

1.

2.

Referral Source:  Newspaper  Friend  Relative  Employment Agency  Careerbuilder.com  
 Internet Search  Professional Journal  Website Posting  Other:

Are you under 18 years of age?  Yes  No If Yes, do you have a valid work permit?  Yes  No

Have you ever filed an application here before?  Yes  No If yes, give date:

Are you currently employed?  Yes  No If yes, how long in current job:

If yes, may we contact your employer?  Yes  No If yes, provide phone #:

Are you a United States citizen? *(Or, are you a legal permanent resident alien or an alien authorized to be employed in the United States.)*  Yes  No If no, do you have a valid work permit?  Yes  No

When are you available for work?

Are you on a lay-off and subject to recall?  Yes  No Can you travel if a job requires it?  Yes  No

Automatic Building Controls, LLC  
 efficiency. performance. sustainability.

a member of The Totus Group, LLC



efficiency  
performance  
sustainability

Automatic Building Controls, LLC

3315 Algonquin Road Suite 550  
Rolling Meadows Illinois 60008  
O | 847.296.4000 F | 847.296.4093  
www.ab-controls.com



## Employment History

Please list your work experience beginning with your most recent job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names that indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

<b>Name of Company:</b>				<b>Address:</b>			
Date of Hire:		Starting Salary:		Ending Salary:		Phone:	
Reason for Leaving:							
<b>Name of Company:</b>				<b>Address:</b>			
Date of Hire:		Starting Salary:		Ending Salary:		Phone:	
Reason for Leaving:							

<b>Name of Company:</b>				<b>Address:</b>			
Date of Hire:		Starting Salary:		Ending Salary:		Phone:	
Reason for Leaving:							
<b>Name of Company:</b>				<b>Address:</b>			
Date of Hire:		Starting Salary:		Ending Salary:		Phone:	
Reason for Leaving:							

## References *(please list three references)*

<b>Name:</b>		<b>Relationship:</b>	
<b>Phone Number:</b>		<b>Years Known:</b>	
<b>Address:</b>			
<b>Name:</b>		<b>Relationship:</b>	
<b>Phone Number:</b>		<b>Years Known:</b>	
<b>Address:</b>			
<b>Name:</b>		<b>Relationship:</b>	
<b>Phone Number:</b>		<b>Years Known:</b>	
<b>Address:</b>			



efficiency  
performance  
sustainability

Automatic Building Controls, LLC

3315 Algonquin Road Suite 550  
Rolling Meadows Illinois 60008  
O | 847.296.4000 F | 847.296.4093  
www.ab-controls.com



## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate School				
Bus. or Trade School				
Professional School				

List any skills, licenses, or certifications relating to this position:

## COMPUTER SKILLS: (Check off those computer skills with which you are proficient (any version).

- PC User     
  Macintosh User     
  Windows     
  Microsoft Word     
  Microsoft Office  
 Microsoft Excel     
  Microsoft PowerPoint     
  Microsoft Outlook     
  Internet  
 Other *(Please list)*

## DRIVER'S LICENSE:

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

*Please fill out below only for positions which require driving*

Driver's License State of Issue:	<input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur
Expiration Date:	
Have you had any accidents during the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Have you had any moving violations during the past three years <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?



efficiency  
performance  
sustainability

Automatic Building Controls, LLC

3315 Algonquin Road Suite 550  
Rolling Meadows Illinois 60008  
O | 847.296.4000 F | 847.296.4093  
www.ab-controls.com



## WAIVERS AND DISCLOSURES

Please read each section carefully and sign where indicated.

### AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself, or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

### CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

### NOTIFICATION AND AUTHORIZATION TO REQUIRE A MEDICAL EXAMINATION

I hereby certify that, if hired, I will disclose any limitations I have that may impact my ability to do the job. I understand that I may also be required to undergo a pre-employment or post-employment medical exam by a designated health practitioner.

### NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check, and hereby authorize Automatic Building Controls LLC, to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

### ACKNOWLEDGEMENT OF APPLICATION

I acknowledge that I have knowingly applied to Automatic Building Controls LLC. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

**Name Printed:**

**Date:**

**Name Signature:**

**OFFICE USE ONLY:**