



APPLICATION FOR EMPLOYMENT

Today's Date: _____

Job #: _____

For your application to be considered, you MUST:

1. Fill in every blank. Please place N/A in blanks that are not applicable.
2. Read the Important Information and Conditions section of this application.

PERSONAL INFORMATION

Full Name: _____
Last MI First

Social Security #: _____ - _____ - _____ Date of Birth: ____ / ____ / ____ Age: _____

Current Address: _____

Permanent Address: (If different from above) _____

Are you a U.S. citizen? __Yes __No Phone Number: _____

If not a U.S. citizen, are you eligible for employment under U.S. Immigration Laws? __Yes __No

Driver's license number: _____ State: ____ Type: ____ *Restrictions: ____

*Explain any restrictions: _____

Do you have transportation to work? __Yes __*No (If no, please explain below.)

*Explain: _____

Have you ever been convicted of or pleaded guilty, no contest (nolo contendere) to a criminal violation (excluding minor traffic violations for which only fines of \$50.00 or less were imposed)?

____Yes ____No

If yes, please explain:

Contact person in case of an emergency:

Name: _____ Phone Number: _____

Have you previously been employed here? ____Yes ____No (If yes, please complete below.)

Position: _____ From: _____ To: _____

Job Location: _____ Supervisor: _____

Reason for leaving: _____

EMPLOYMENT DESIRED

Position Desired: ____Journeyman Electrician ____Journeyman Helper ____Laborer

Date Available: _____

Related work experience: _____

If not, please identify an accommodation that would enable you to perform all duties required:

EDUCATION/LICENSE INFORMATION

	Name	(Did you graduate?)	Yes	No
High School				
College				
Trade School				

Are you a licensed electrician?

Journeyman: _____ Apprentice: _____

License Number: _____ Other: _____

Please explain:

REFERENCES

Please list the address and phone number of three references, not related to you, whom you have known for at least one year.

1. _____
2. _____
3. _____

I, _____, attest that the above information is true and accurate to the best of my knowledge.

Signed _____ Date _____

Print Name _____

SUPERINTENDANT USE ONLY

Date of Hire: _____ Rate of Pay: _____

Please attach:

- I-9 Form (Employment Verification Form, witnessed and signed by the Superintendent)
- A copy of the applicant's driver's license and Social Security card
- W-4 Form
- Signed copy of the Company Rules
- Signed copy of the Safety Rules



It is Huxtable Electric, Inc.'s ("Huxtable") policy to prohibit workplace discrimination, sexual harassment and a hostile workplace environment. Huxtable provides employees a safe, secure and confidential process to report discrimination and sexual harassment as set forth below.

Employees are not required to report discrimination or harassment to their immediate supervisor.

Employees are hereby directed to report any discrimination, sexual harassment, hostile workplace or any other perceived violation directly to Richard Huxtable, President of Huxtable Electric, or, alternatively, to Bernie McCune, Chief Operating Officer, *in writing*. To the extent possible, every effort shall be made to protect the identity of the Complainant. Employees working at remote job sites should mail in complaints to either Mr. Huxtable at 1580 Championship Blvd, Franklin, TN 37064.

In the event an employee reports an alleged violation of this policy to Mr. Huxtable or Ms. McCune, Huxtable shall then conduct an investigation into the allegations. The investigation shall include a thorough review of the facts and a determination of whether or not there has been a violation of this policy. Disciplinary action shall be taken if appropriate. Remedial actions shall be taken as necessary to prevent violations of this policy.

Retaliation against an employee filing a complaint or a person who provides information in support of an employee who files a complaint is prohibited. Any person who retaliates against an employee or a person who provides information in support of a complaining employee shall be subject to disciplinary action.

Print Name: _____

Employee Signature: _____

Date: _____

Huxtable Electric
1580 Championship Blvd.
Franklin, TN 37064
(850) 420-4527
(843) 225-1458 (fax)



1. No alcoholic beverages or drugs of any kind are permitted on the job site.
2. No one under the influence of drugs or alcohol will be permitted on the job.
3. No firearms or weapons are permitted on the job.
4. No fighting or threatening bodily harm is permitted on the job.
5. An employee who is unable to report to work must notify his/her superintendent each day of absence unless an authorized leave has been granted. The notice must be given prior to absence, and the reasons for absence must be given at that time. Three consecutive days without notification can subject the employee to immediate dismissal. It will be assumed that such employee has voluntarily quite his/her employment.
6. All employees must report for work from 7:00 a.m. to 3:30 p.m., Monday through Friday, unless informed otherwise by the superintendent. Occasional overtime may be required.
7. An employee is expected to notify his/her superintendent when it is apparent he/she will be unable to reach the job by 7:00 a.m. Repeated tardiness with or without notification can subject the employee to dismissal.
8. An employee using company tools is responsible for returning the tools to the job site trailer at the end of each day.
9. Any employee that violates safety rules and/or fails to report accidents on the job site is subject to discharge.
10. Payroll is distributed after work each Friday. No paychecks will be issued in advance.
11. Mr. Richard F. Huxtable, President of Huxtable Electric, Inc., encourages all employees to advise him of any alleged discrimination, including sexual harassment, occurring at the corporate headquarters or at any of their construction sites.

"I, _____, have read the above company rules and have had my questions answered with regard thereto. I understand that abiding by these rules and policies is a condition for my continued employment with Huxtable Electric, Inc. I further acknowledge and understand that the company may add to or change these rules and policies from time to time, and that I will be appropriately informed."

Employee's Signature _____

Date _____



SAFETY RULES

Huxtable Electric, Inc.'s safety rules are an important part of the overall Safety Program. Because some activities and equipment represent potential for injury, definite guidelines are necessary in order to protect the employees. The following general safety rules as well as the specific safety rules located on each piece of equipment are to be adhered to at all times. Production demands should not be the cause of employees' shortcutting the appropriate policies and procedures specifically designed to ensure their safety.

Management has an open-door policy regarding safety. If in doubt, check it out. If there is reason to think that a job is unsafe, any employee can stop working and ask a foreman to determine whether the job is safe, without fear of sanctions.

EMPLOYEES WHO DO NOT FOLLOW THE PROPER SAFETY PROCEDURES WILL BE SUBJECTED TO DISCIPLINARY ACTION AND/OR TERMINATION.

1. Any safety violations or concerns should be reported to a supervisor immediately. If an employee believes that their reported concern has not been satisfactorily addressed, they should complete a Safety Concern Form and submit it to a member of the Safety Committee.
2. Any work-related injury or illness suffered, however slight, must be reported to the supervisor at once.
3. The use of alcohol or any other controlled substances during working hours, including lunch hour, are prohibited.
4. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely. Review the Material Safety Data Sheet before using any chemical.
5. All extension cords should be inspected for fraying before putting into use. Extension cords shall be used only as a means of temporary wiring. Furthermore, extension cords shall not be run through holes in walls, doorways, walkways, across pinch points or near moving parts of machinery.
6. All employees are required to wear protective clothing, including hard hats and safety goggles. Personal protective equipment must be used when and where required, and such equipment must be properly maintained.
7. Mechanical safeguards must always be kept in place. Saws or tools without their guards shall not be used at all. They shall be removed from the work site until properly repaired.
8. Adjusting or readjusting machine set-ups while a machine is operating is prohibited.
9. A ring test should be used before mounting a grinding wheel on a grinder.
10. Only authorized forklift drivers will be permitted to operate forklifts.

11. Employees should follow the proper body mechanics when handling and moving material.
12. Machines cannot be operated without the appropriated guarding in place.
13. Fall protection system is required for employees working at heights of 6 or more feet.
14. All employees working in the high noise areas must wear hearing protection.
15. Lockout/Tag-out procedures should be followed for all machines taken out of service.
Lockout/Tag-out is to be performed only by authorized and trained employees.
16. Horseplay and deliberate unsafe acts are cause for discharge.
17. Tampering with or unauthorized removal of fire extinguishers from assigned locations is prohibited.
18. Compressed gas or oxygen is not to be used for dusting off clothing or cleaning equipment.
19. Wear good leather work shoes or boots. NO TENNIS SHOES!!!

DISCIPLINE FOR NONCOMPLICANCE

Disciplinary actions will be taken against any employee who fails to observe any safety policy or procedure outlined in this manual. Any foreman, supervisor or official of management, as soon as he/she becomes aware of any such failure, shall ensure that the following measures are taken:

- FIRST OFFENSE: A verbal reprimand including a discussion of the incident and a review of safety rules with the employee. The foreman will also give immediate on-the-job instruction to prevent further violations.
- SECOND OFFENSE: A written report of the incident shall be made and placed in the employee's personnel file. The foreman will also give immediate on-the-job instruction to prevent further violations. The instruction will be part of the written report and signed by both parties.
- THIRD OFFENSE: The employee shall be immediately terminated.

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I have read the preceding rules and understand them. I also understand that violation of these rules will be cause for dismissal.

Employee Signature

Date



WORKERS COMPENSATION NOTICE

IMPORTANT THINGS TO DO IN CASE OF INJURY OR OCCUPATIONAL DISEASE

Immediately notify your supervisor of the injury, you can't receive benefits unless we know you are injured.

Delays in reporting claims or submitting incomplete First Report of Injury or Illness forms could complicate claim processing and adversely affect our ability to respond promptly and appropriately to your needs.

A first report of injury must be filled out and sent into the office.
The report can be faxed to: (843) 225-1458

Signature

Date