

Top Shelf Electric Corp

485 Rt. 1 South Building C
 Suite 305
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www.topshelfelectric.com

ELECTRICAL EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Application Date: ____/____/____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: ____-____-____ SS#: ____-____-____ Cell Phone: ____-____-____

Email Address: _____

How did you hear about our company? _____

Employment Information

Citizenship/Work Status: U.S. Citizen Green Card Holder U.S. Work Permit/Visa Canadian Citizen Canadian Work Permit/Visa

Current Employer: (if any) _____

Years of Work Experience directly related to the position you are applying for: _____

Employment Type Desired: Full-Time Part-Time

Desired Compensation: \$ _____ Hourly Annual

REASON FOR APPLYING: _____

When are you available to start work? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College/University				
Bus. or Trade School				
Professional School				

Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No Branch: _____

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES? Yes No

Specialty _____

Work Experience

Please list your work experience for the past 5 years beginning with your most recent job.
 If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From To	Start Final
Phone:	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From To	Start Final
Phone:	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Specific reason for leaving			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

ELECTRICAL INDUSTRY SKILLS SECTION INSTRUCTIONS: ONLY select the specific industry skills that you consider yourself to be very knowledgeable about, with a high level of competency.

Electrical Industry Skills

What types of systems have you worked with? (Select all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Access Control | <input type="checkbox"/> Hydraulic Systems | <input type="checkbox"/> Generators-ATS | <input type="checkbox"/> Radio-RF |
| <input type="checkbox"/> Building Management | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> High voltage splicing | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Manufacturing Equipment | | <input type="checkbox"/> Signaling Systems |
| <input type="checkbox"/> Climate Control | <input type="checkbox"/> Mechanical Systems | | <input type="checkbox"/> Solid State |
| <input type="checkbox"/> Data | <input type="checkbox"/> Medium Voltage | | <input type="checkbox"/> Street & Highway Lighting |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Overhead Cranes | | <input type="checkbox"/> Traffic Signaling |
| <input type="checkbox"/> Emergency Critical Load (computer) Distribution Systems | <input type="checkbox"/> Pneumatic Systems | | <input type="checkbox"/> Transistorized Subsystems |
| <input type="checkbox"/> Fire Systems | <input type="checkbox"/> Power Distribution | | <input type="checkbox"/> Voice/Telecom |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> SWITCH GEAR | | |

What types of wiring have you worked with? (Select all that apply)

- | | | | | |
|------------------------------|-------------------------------|-------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> 110 | <input type="checkbox"/> 4160 | <input type="checkbox"/> Cat5 | <input type="checkbox"/> Fiber Optic | <input type="checkbox"/> Phone |
| <input type="checkbox"/> 220 | <input type="checkbox"/> 480 | <input type="checkbox"/> Coax | | |

What specific parts, accessories, or fixtures have you worked with? (Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> 3-Way Switches | <input type="checkbox"/> Electrical Switchgear Assemblies | <input type="checkbox"/> Motors |
| <input type="checkbox"/> AC | <input type="checkbox"/> Fluorescent Lighting | <input type="checkbox"/> Outlets |
| <input type="checkbox"/> Attic Fans | <input type="checkbox"/> Fuse Box | <input type="checkbox"/> Panel Boards |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Fuses | <input type="checkbox"/> PLC |
| <input type="checkbox"/> Circuit Breaker Box | <input type="checkbox"/> Generators | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Conduit Pipe | <input type="checkbox"/> Halogen Lighting | <input type="checkbox"/> Service Box |
| <input type="checkbox"/> Conduit Tubing | <input type="checkbox"/> Intercoms | <input type="checkbox"/> Terminals |
| <input type="checkbox"/> Control Panel | <input type="checkbox"/> Lighting Fixtures - Recessed | <input type="checkbox"/> Transformers |
| <input type="checkbox"/> DC | <input type="checkbox"/> Lighting Fixtures - Surface Mount | <input type="checkbox"/> Variable Frequency Drive |
| <input type="checkbox"/> Dimmer Switches | <input type="checkbox"/> Load Centers | <input type="checkbox"/> Wall Switch |
| <input type="checkbox"/> Electric Meter | <input type="checkbox"/> Motor Controls | |

Professional References

Please list 3-4 people you have worked with who can attest to your On-the-Job experience and performance.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Telephone (_____) _____	Telephone (_____) _____
Email Address _____	Email Address _____
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Telephone (_____) _____	Telephone (_____) _____
Email Address _____	Email Address _____

Did you complete this application yourself? Yes No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Top Shelf Electric Corp creates an actual or implied contract of employment. I understand that, if I accept employment with Top Shelf Electric Corp, it will be on an at-will basis. This means that either Top Shelf Electric Corp or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I authorize Top Shelf Electric Corp to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Top Shelf Electric Corp and its employees from all liability arising from such investigation.

Signature of Applicant: _____ **Date:** ____ / ____ / ____

Print Name: _____

It is our policy to provide equal employment opportunity to all qualified persons without regard to any race, creed, religion, color, national and ethnic origin, sex age, marital status, military or veteran status, sexual orientation, gender identity or expression, citizenship, arrest records, or genetic predisposition

From Holland Tunnel

Take I-78 W (Crossing into New Jersey). After 2 miles, keep Left to take NJ-139 West toward US-1/US-9/I-280/Pulaski Skyway/Kennedy Blvd/Jersey City. Stay on NJ-139 West for 1.4 miles until it becomes US-9 South. In 18.4 miles, stay straight to merge onto US Highway 1 South. In approximately 1 mile, 485 US Highway 1 South is on the right. Turn onto Ronson Road located right before the Garden State Parkway Entrance. Follow Ronson Road to Building C, Top Shelf Electric is located on the 3rd floor suite 305.

From Lincoln Tunnel

Merge onto NY-495 West/Lincoln Tunnel West toward Lincoln Tunnel/New Jersey. Lincoln Tunnel becomes NY-495 West. Stay on NY-495 West for 3.7 miles until it becomes I-95 South/New Jersey Turnpike. Keep left after 5.8 miles to take I-95 South/New Jersey Turnpike. After 6.6 miles take EXIT 13 to merge onto I-278 West toward US-1 South/US-9 South/Linden. Make a slight left onto E. Edgar Road/US-1 South/US-9 South after 2.7 miles and continue on US-1 South. Follow US-1 South for another 6.7 miles and 485 US Highway 1 South is on the right. Turn onto Ronson Road right before the Garden State Parkway Entrance. Follow Road to Building C, Top Shelf Electric is located on the 3rd floor suite 305.

From Garden State Parkway South (from North Jersey)

Take Garden State Parkway South until EXIT 130. Merge onto US-1 North/US Highway 1 North towards Newark. Take the U-turn at Gill Lane and County Highway 646/Woodbridge Center drive and make the first left onto US-1 South. Approximately .26 miles on your right will be 485 US Highway 1 South. Turn onto Ronson Road located right before the Garden State Parkway Entrance. Follow Ronson Road to Building C, Top Shelf Electric is located on the 3rd floor, suite 305.

From Garden State Parkway North (from South Jersey)

Take Garden State North to EXIT 127 TOWARD Woodbridge/Staten Island/Us-9 North/NJ-440. Stay in the left lane at EXIT 127 to merge onto US-9 North toward Woodbridge. Approximately 2.35 miles (on the right), take the Main Street ramp toward County Highway-514/Woodbridge. At the light make a left onto Main Street/County Highway-514. Stay in the right lane and take Main Street for .37 miles and merge onto Woodbridge Center Drive right after the Walgreens. Take Woodbridge Drive about a mile and then make a left onto US-1 S. Turn onto Ronson Road located right before the Garden State Parkway Entrance. Follow Ronson Road to Building C, Top Shelf Electric is located on the 3rd floor, suite 305.

Public Transportation from NY Penn Station

Take Northeast Corridor, Northeast Regional, or Acela Express towards the Metropark Amtrak Station. Get off train at Metropark Station. Walk about 2 minutes to the Metropark Rail Station Bus Lane. Take the bus until Harrows Gate (Gill Lane). Walk toward Ronson Rd and follow it for about 8 minutes to Building C. Top Shelf Electric is located on the 3rd floor, suite 305.

NJ Transit

Take NJ Transit Railroad to Metropark Train Station. Walk across the way to Metropark Rail Station Bus Lane. Take bus to Harrows Gate (Gill Lane). Walk toward Ronson Rd and follow it for about 8 minutes to Building C. Top Shelf Electric is located on the 3rd floor, suite 305.