

AUDIO VIDEO

CONCEPTS Inc.

LOW VOLTAGE CONCEPTS, LLC.
P.O. Box 675011 Marietta, GA 30006

SECURITY CONCEPTS, LLC.
Bus 770.499.1300 Fax 770.429.9679

EMPLOYMENT APPLICATION

Please review the application thoroughly before you begin. Applications that are not filled out completely may delay or even prevent processing. You may either print this form and fill it out by hand or fill it out using your computer. If using a computer, you may correct an entry at any time by going back to it, or you may press the "reset form" button to clear all entries. Once the application has been completed you may print a copy for your records. **You cannot save this form to your computer.** Please either e-mail the completed application by pressing the "submit by email" button, or print a copy and send it back to the fax number provided above. If the application is submitted by e-mail you will receive an e-mail confirmation within 24 hours. **Please do not call the office with employment inquiries.**

PERSONAL INFORMATION

NAME (LAST, M.I., FIRST)			HOME PHONE NUMBER		SOCIAL SECURITY #	
ADDRESS			CELL PHONE NUMBER		DRIVERS LICENCE #	
ADDRESS			FAX PHONE NUMBER		STATE	EXPIRATIONnn/nn/nnnn
CITY	STATE	ZIP CODE	E-MAIL ADDRESS		DATE OF BIRTH nn/nn/nnnn	

EDUCATION

	YEARS ATTENDED		DID YOU GRADUATE
HIGH SCHOOL ATTENDED	FROM - TO	COURSE OF STUDY	<input type="radio"/> YES <input type="radio"/> NO
TECHNICAL COLLEGE ATTENDED	FROM - TO	COURSE OF STUDY	<input type="radio"/> YES <input type="radio"/> NO
COLLEGE ATTENDED	FROM - TO	COURSE OF STUDY	<input type="radio"/> YES <input type="radio"/> NO
GRAD SCHOOL ATTENDED	FROM - TO	COURSE OF STUDY	<input type="radio"/> YES <input type="radio"/> NO

List any other subjects or disciplines studied, not listed above, that may be beneficial in qualifying you for the position you are applying for.

EXPERIENCE

What position are you applying for?	Years of experience within this field?	Which company are you applying to?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Have you had the responsibility of training or supervising others? YES NO

List any memberships, credentials, certifications, or completed course work related to the current position being applied for.

From the most recent employer going back, please list all employers over the past 10 years including your current employer. Please note to answer if we may contact your current employer. Please indicate any period of unemployment and why. **You must complete this section even if attaching a resume.**

May we contact your current employer? YES NO

Is this your first job? YES NO

Are you interested in our intern program? YES NO

EMPLOYMENT HISTORY																
COMPANY _____		WORK PHONE NUMBER _____	<div style="background-color: #cccccc; padding: 2px; font-weight: bold; margin-bottom: 5px;">For Official use Only</div> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #e0e0e0;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">DATE</td> <td style="width: 50%; text-align: center; padding: 2px;">TIME</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">CONTACT</td> </tr> <tr><td colspan="2" style="padding: 2px;">_____</td></tr> <tr><td colspan="2" style="padding: 2px;">_____</td></tr> <tr><td colspan="2" style="padding: 2px;">_____</td></tr> <tr><td colspan="2" style="padding: 2px;">_____</td></tr> </table>		DATE	TIME	CONTACT		_____		_____		_____		_____	
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CITY _____ STATE _____ ZIP CODE _____		FROM - TO (nn/nnnn - nn/nnnn)														
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REASON FOR LEAVING _____																

ADDITIONAL INFORMATION

Have you ever been employed by this company before? YES NO

Do you have any friends or relatives employed by this company? YES NO

If so please provide their names and relationship to you _____

Are you currently employed? YES NO

Are you currently on "lay off" status and subject to recall? YES NO

If you are under the age of 18 can you provide proof of your eligibility to work? YES NO

If hired can you provide proof of United States citizenship, or proof of your legal right to work in the United States? YES NO

Are you able to perform all of the essential functions for the job which you are applying, with or without reasonable accomodations? YES NO

If hired are there accomodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? YES NO

If yes, please explain _____

If driving is required of the position applied for, have you in the last 3 years received a speeding ticket, moving violation, or license suspension? YES NO

If driving is required of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"? YES NO

If hired do you have a reliable means of transportation to and from work? YES NO

If hired would you be able to travel or work overtime as needed? YES NO

If hired would you be able to work on call shifts occasionally? YES NO

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes please explain _____

Please read each statement closely and initial each acknowledging your understanding.

_____ **Equal Employment Opportunity Statement**

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company

_____ **Discrimination and Sexual Harassment Policy Statement**

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

_____ **Disclosure to Applicants Concerning Drug/Alcohol Testing**

If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

_____ **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ **At-Will Employment**

I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

_____ **Testing Authorization**

If offered a position with the Company, I hereby agree to any random legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment and continued employment.

_____ **Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

_____ **Company Obligation**

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

NAME

DATE nn/nn/yyyy