New Hire Master File Information Form

odysseyonesource
SOLUTIONS FOR EMPLOYERS

Section A (to be completed by employee)

Allegiance Electric LLC

E-mail Address

Emergency Contact Name	Emergency Contact Relationship	Emergency Contact Phone Number

Section B (to be completed by client)

Job Title*			Work State
Original Hire Date*	**PEO Hire Date***	Rehire Date	WC Code

Work Status*	Hourly Pay Rate	Salaried Pay Rate	Commission Pay Rate	Auto Allowance
O Full-Time O Part-Time O Temporary O Seasonal	$	$	$	$

Number of Hours Per Week*	**Pay Frequency***	**Exemption Status***
	O Weekly O Bi-Weekly O Semi-Monthly O Monthly	O Exempt O Non-Exempt

Division	Department

Signature

Authorized Signature* (other than new hire)	**Date***

*** Required Information**

Return completed form via e-mail at **input@odysseyonesource.com** or fax to **817.508.7362**

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Application for Employment

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Client/Employee Information

Client ID*	Client Name*
	Allegiance Electric LLC

Position Applying For*

Last Name*	First Name*	Middle Name*	Phone Number*

Street Address*

City*	State*	Zip Code*	Email Address

Type of Driver's License	Driver's License Class	Driver's License Operator Number	State Issued
Operator Commercial Operator			

Education and Training

High School Name(s)	City, State	College Name(s)	City, State	Other Name(s) (please specify)	City, State
Degree	Graduated? yes no	Degree	Graduated? yes no	Degree	Graduated? yes no
Last Year Completed 1 2 3 4		Last Year Completed 1 2 3 4		Last Year Completed 1 2 3 4	

Additional Skills

Professional Certifications and/or Technical Designations	Name of Institution, City, State

Employment History (please complete the information requested below for your last three employers, starting with the present or most recent company)

Employer Name			Hire Date	End Date
Address			Supervisors Name	Supervisors Phone Number
City	State	Zip	Job Title	Salary
Job Description			Reason for Leaving	

Employer Name			Hire Date	End Date
Address			Supervisors Name	Supervisors Phone Number
City	State	Zip	Job Title	Salary
Job Description			Reason for Leaving	

Employer Name			Hire Date	End Date
Address			Supervisors Name	Supervisors Phone Number
City	State	Zip	Job Title	Salary
Job Description			Reason for Leaving	

Application for Employment (continued)

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Professional References

Reference 1 Last Name	Reference 1 First Name	Reference 2 Last Name	Reference 2 First Name	Reference 3 Last Name	Reference 3 First Name
Phone Number		Phone Number		Phone Number	
Company		Company		Company	
Job Title		Job Title		Job Title	
Address		Address		Address	
City	State Zip	City	State Zip	City	State Zip
May we contact this reference?	yes no	May we contact this reference?	yes no	May we contact this reference?	yes no

Applicant Information

1.	**Are you currently authorized to work in the U.S.?*†**	yes no
		yes no
	If yes, what company?	Company Name
2.	**Have you ever been employed by Allegiance Electric LLC**	
3.	**Will you abide by the safety rules of this company?***	yes no
4.	**Have you ever been convicted of, found guilty of, plead guilty to, had adjudication withheld or plead no contest to a felony or misdemeanor?‡**	yes no
	If yes, please explain.	

* **Required Information**

† A no answer will not necessarily disqualify you from consideration.

‡ **Criminal History**
Please note that any one answer will not necessarily disqualify you from consideration. A conviction will not necessarily bar you from employment but will only be considered in relation to specific job requirements. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.

Candidates who reside or are applying for a position in the following states or municipalities should review the instructions before answering the Criminal History inquiry.

Instructions for Criminal History Inquiry

California, Connecticut, District of Columbia, Georgia, Hawaii, Massachusetts, Nevada, New York, Philadelphia, and Washington: Have you ever been convicted of or plead guilty to a crime? Not including any records that may be sealed or expunged. If Yes, Please explain.

Hawaii, Massachusetts, and Philadelphia: Do not answer this question at this time.

District of Columbia and Washington: Do not disclose any convictions that are 10 years old or greater.

California: Exclude convictions for marijuana-related offenses for personnel use more than two years old; convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed.

Connecticut: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased. Conn. Gen. Stat. Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Conn. Gen. Stat. Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs, (b) a ruling you are a "youthful offender", (c) a finding you are not guilty for a criminal charge, or (d) a conviction for which you have received an "absolute pardon". Any person whose criminal records have been erased pursuant to Conn. Gen. Stat. Sections 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Georgia: Do not disclose any information that was discharged under Georgia's First Offender Act

Nevada: Do not disclose the discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a conviction for purposes of employment.

New York: Do not include any information with respect to any youthful offender conviction.

Utah: Only identify felony convictions.

If hired, federal law requires that you furnish documentation showing your identity and that you are legally authorized to work in the United States.

Application for Employment (continued)

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Equal Opportunity Employer

Allegiance Electric LLC. (hereafter the Company) is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment policies on the basis of age, race, sex, color, religion, national origin, physical or mental handicap, veteran status, genetic information, or any other basis that is prohibited by federal, state, or local law. No question in this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Signature

By signing, I hereby certify that all of the information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the misrepresentation or omission of any facts in the application will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

Signature *	Date*

*** Required Information**

EEO/Affirmative Action Information (optional)

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Client / Employee Information

Client ID*	Client Name* Allegiance Electric	
Social Security Number*	Last Name*	First Name*

The information on this form is collected from all Allegiance Electric LLC employees for the purpose of complying with Equal Opportunity and Affirmative Action laws and regulations. This information is not used or considered in the employment, promotion or other personnel action selection process. Your response is voluntary and not required for employment purposes.

EEO/Affirmative Action Information

Gender
○ male ○ female

Ethnic Code (please choose one)

◉ Native American/Alaskan	○ Black or African American	○ Asian	○ Caucasian
○ Native Hawaiian or other Pacific Islander	○ Hispanic or Latino	○ Other	○ Two or More Races

1. Are you a Vietnam era veteran?	○ yes	○ no
2. Are you disabled?	○ yes	○ no

Signature

Employee Signature*	Date*

*** Required Information**