

HOUSTON CONTROLS, INC.

2840 Center Street Deer Park, Texas 77536 Phone: 713-672-1200 Fax: 281-542-7303

Position Applied For: _____ Application Date: _____

1. Personal History

	List other names you have used if needed for verification of employment or education record.
Name _____	
Social Security No. _____ - _____ - _____	Email Address _____
Address _____	
City _____ State _____ Zip Code _____	
Home Phone _____ Area Code _____	
Cell Phone _____	

2. Education

A. High School

Name of High School or GED Issuer	City	State	Did you Graduate?	
			Yes	No

Years Completed 1 2 3 4 5 6 7 8 9 10 11 12 (Circle Highest Grade)

B. College or University

Name of College and Location	Subject		Number of Years Attended	Degree Received
	Major	Minor		

C. Other Training

Name and Address of School	Study or Specialization	From	To

(Revised 08/18/2010)

3. Employment History

List last 10 years of employment history starting with your present or most recent position. Include all relevant paid, non-paid, volunteer, and military experience. List promotions as separate jobs. Resume **CANNOT** substitute for completion of this page. May we contact your current employer? ____ Yes ____ No

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number		Reason for Leaving
Description of work:			

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number		Reason for Leaving
Description of work:			

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number		Reason for Leaving
Description of work:			

3. Employment History (continued)

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number		Reason for Leaving
Description of work:			

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number		Reason for Leaving
Description of work:			

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number		Reason for Leaving
Description of work:			

Attach additional sheets or continue on Page 8 if necessary.

4. Military Record

Have you ever served on active duty in the armed forces of the United States? Yes No

Type of Discharge: _____ Dates of Active Duty (Month, Day, Year)
 From: _____ To: _____

Member of Reserve? Yes No Active Inactive

5. Court Record

Have you ever been convicted of a crime? Yes No. If yes, list all such matters regardless of disposition .

Conviction will not necessarily disqualify an applicant from employment.

Date	Place and Department	Charge	Disposition	Details

6. Membership in Organizations

Are you or have you been a member in professional organizations related to the position applied for?
 Yes No. If yes, list below.

Name	City and State	Former	Present	If present, list position and extent of activity

7. Relatives

Do you have any friends and/or relatives employed by Houston Controls? Yes No. If yes, list names, relationship, position and department.

Name(s)	Relationship	Position	Department

8. Physical Data

Having read the job description, are you able to perform all essential elements of the position? ___ Yes ___ No
 If no, explain below.

9. Skills (Complete only if related to the position applied for)

- A. Do you have a valid driver's license? ___ Yes ___ No State of Issue _____
- B. Do you have a Master Electricians license? ___ Yes ___ No License Number _____
- C. Do you have a Journeyman Electricians license? ___ Yes ___ No License Number _____
- D. Do you have an Apprentice Electricians license? ___ Yes ___ No License Number _____
- E. Do you have NCCER certification? Craft _____ License Number _____
- F. Do you have TWIC certification? ___ Yes ___ No Expiration _____
- G. Do you have experience in the following areas? List years experience in space provided below.
- | | | | |
|--|-------|---|-------|
| Process Controls | _____ | Electrical Controls | _____ |
| Commissioning / Start-up | _____ | Electrical Line Work | _____ |
| Live Cut-Over | _____ | 138-kV Oil & Gas CBB, Air Switches | _____ |
| DCS | _____ | 15-kV Switchgear, Vacuum & Air Magnetic | _____ |
| PLC | _____ | CB, Air Switches | _____ |
| Relay Logic | _____ | 5-kV Switchgear, Vacuum & Air Magnetic | _____ |
| Instrument Troubleshooting | _____ | CB, Air Switches, MCC | _____ |
| Instrument PM | _____ | 480-V Switchgear, Power CB, MCC | _____ |
| Control Valves | _____ | UPS & Backup Generators | _____ |
| Reading P&ID's | _____ | Electrical Troubleshooting | _____ |
| Reading Instrument Installation Details | _____ | Reading One-Line & Motor Schematics | _____ |
| Reading Loop Diagrams | _____ | National Electric Code | _____ |
| Panel Shop Fabrication | _____ | EMT Conduit Installation | _____ |
| Sample Panel Fabrication | _____ | Rigid Conduit Installation | _____ |
| High Press Heavy Wall Tubing Applications | _____ | PVC Coated Conduit Installation | _____ |
| Group Tubing Runs | _____ | Underground Conduit Installation | _____ |
| Group Tube Bundle Runs | _____ | Cable Tray Installation | _____ |
| Analyzer Tube Bundle | _____ | Grounding Installation | _____ |
| Process Tubing Bundle | _____ | Multi-Conductor & Armored Cable Pulls | _____ |
| Steam Tracing | _____ | Medium Voltage Termination (Stress Cones) | _____ |
| Electric Tracing | _____ | Power Terminations | _____ |
| Tubing Tray | _____ | Controls Terminations | _____ |
| Screw Pipe | _____ | Using Cadweld Equipment | _____ |
| Metal Fabrication (Stands, Supports, Etc.) | _____ | Commercial Installation | _____ |
| Installing Instruments and Stands | _____ | Residential Installation | _____ |
| Structural Welding | _____ | | |
- H. Do you have Certifications in the following areas?
- | | | | |
|---------------|----------------|------------|----------------|
| Bucket Truck | ___ Yes ___ No | Forklift | ___ Yes ___ No |
| JLG Lift | ___ Yes ___ No | Back Hoe | ___ Yes ___ No |
| Scissor Lift | ___ Yes ___ No | Pole Truck | ___ Yes ___ No |
| Cherry Picker | ___ Yes ___ No | LOTO | ___ Yes ___ No |
| Safety | ___ Yes ___ No | CPR | ___ Yes ___ No |
| Instructor | ___ Yes ___ No | OSHA | ___ Yes ___ No |

9. Skills (continued)

List any special qualifications, skills or licenses you hold relevant to the position for which you are applying which are not covered elsewhere in this application, to include office equipment, construction equipment and language skills.

10. Other References

Other references not listed in employment history.

Years known	Complete Name (Last, First, Middle)	Indicate Business or Home Address	Telephone Number	Business or Occupation

11. Prior Employment with Houston Controls, Inc.

Have you ever applied for employment with Houston Controls? Yes No

If yes, what position (s)? _____ When _____

Have you ever been employed by Houston Controls? Yes No

If yes, what position(s)? _____

Dates of prior employment _____ to _____

Reason for leaving _____

12. Personal Declarations

- 1. Within the last five years, have you been fired for any reason? _____ Yes _____ No
If "Yes", give details on Page 8 of this application.
- 2. Within the last five years, have you quit a job after being notified that you would be fired? _____ Yes
_____ No
If "Yes", give details on Page 8 of this application.
- 3. Are you willing to work overtime? _____ Yes _____ No
- 4. Are you willing to travel? _____ Yes _____ No Outside of US? _____ Yes _____ No

A. UNDER THE IMMIGRATION CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES, WITHIN THREE (3) DAYS OF BEGINNING WORK.

B. I understand that I may be required to submit to such job related examinations as may be required. I also understand that I must submit to a physical examination in which includes a drug screening.

C. Acceptance of this application is not intended to create or imply a contractual relationship. If hired, I understand I will be required to serve a probationary period during which time my job performance and conduct will be evaluated, and that my employment may be terminated if either performance or conduct is unsatisfactory. I also understand that all benefits of employment are subject to change by Houston Controls Management with or without notice.

D. I authorize investigation of all statements contained in this application for employment. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.

E. I certify that every answer and statement that I have made in this application is true and complete to the best of my knowledge.

Applicant's Signature

Date

Houston Controls, Inc. considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, non-disqualifying physical or mental handicap, personal appearance, political opinion, sexual orientation, labor organization affiliation, or any other legally protected status.

ADDITIONAL INFORMATION

INDICATE SECTION NUMBER FOR WHICH ADDITIONAL INFORMATION IS PROVIDED.