

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

### Personal Information:

Date: \_\_\_\_\_ Social Security Number \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DL# \_\_\_\_\_ Valid: Yes or No

Present Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency contact: Name and Phone Number \_\_\_\_\_

### EMPLOYMENT DESIRED:

Position: \_\_\_\_\_ Start Date \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now: yes no Can we contact your present employer: yes no

EDUCATION:	Name and Location	Did you Graduate
High School	_____	<u>yes</u> <u>no</u>
	_____	
College	_____	<u>yes</u> <u>no</u>
	_____	
Trade or Business	_____	<u>yes</u> <u>no</u>
	_____	

### GENERAL

Subjects or special study or research work \_\_\_\_\_

\_\_\_\_\_

Job Related Skills \_\_\_\_\_

\_\_\_\_\_

License Held \_\_\_\_\_

If hired can you show proof of your legal right to work in the U.S.? yes no

Have you ever been convicted of a felony, or misdemeanor which resulted in imprisonment: yes no

A yes answer to the above question does not necessarily disqualify an applicant from employment

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS** (List below your last three employers, starting with the last one first)

Month and Year	Name and Address of Employer	Leaving Salary	Position	Reason for Leaving
From _____	_____	_____	_____	_____
To _____	_____			
From _____	_____	_____	_____	_____
To _____	_____			
From _____	_____	_____	_____	_____
To _____	_____			

**REFERENCES** (List three persons not related to you, whom you have known at least one year)

Name	Address	Years Known	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SKILLS if applicant is applying for an OFFICE POSITION**

Can you type? \_\_\_\_\_ How many words per minute? \_\_\_\_\_

Computer Skills: PC \_\_\_\_\_ Macintosh \_\_\_\_\_

Knowledge of QuickBooks: \_\_yes \_\_no

Please provide computer and software knowledge: \_\_\_\_\_  
\_\_\_\_\_.

Office Machines: \_\_\_\_\_

Phone Knowledge: \_\_yes \_\_no

Posting of checks: \_\_yes \_\_no

**Page 3 of Application****Authorization:**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application and/or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed about from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and/or drug test before starting work. I consent to such exams and/or drug tests, and I request that the examining doctor disclose to the Company the results of the examination and /or drug test results. The results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical exam and/or drug testing, and if I am hired a condition of my employment will be that I abide by the company's Drug and Alcohol Policy. I understand that by filling out this form does not indicate there is a position open and does not obligate the Company to hire. I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

If at anytime that you are terminated or you decide to separate for any reason from Black Plumbing, an inventory of your truck must be performed at time of separation. If any tools are missing from your truck that belong to Black Plumbing and you fail to do your inventory, your final paycheck will be deducted for the amount of tools that are missing cost. Tools cost will be based on current replacement cost of tool.

Black Plumbing has a 90 day probation period. If at anytime that Black Plumbing feels that you do not meet our requirements, work performance, work load has slowed down,, we will have the option to release you from your job duties in the 90 day probation period. You as an employee have the right to resign your position during this 90 day probation period also.

**Signature of Applicant:** \_\_\_\_\_

**Printed Name of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office Use Only:**

**Drug test given** \_\_\_\_\_

**Driving Record pulled:** \_\_\_\_\_

**Background Check done** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

**Date of Termination:** \_\_\_\_\_

**Plumbers License #** \_\_\_\_\_