

GUARANTEED PLUMBING & HEATING

Employment Application

Received By: _____

Reviewed By: _____

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Date _____

Street Address _____ Apartment / Unit # _____

City _____ State _____ Zip _____

Phone _____ E-Mail Address _____

Date Available _____ Social Security # _____

Desired Salary: _____

Position Applying For - Check Multiple if Applicable

- Laborer / Apprentice _____
- Service Plumber _____
- New Construction Plumber _____
- Drain Cleaner _____
- Underground Plumbing _____
- Backhoe Operator _____
- HVAC Service tech _____
- HVAC New Construction _____
- Secretary _____
- Office Manager _____
- Project Manager _____
- Fleet Mechanic _____
- Construction _____
- Other _____

Are you a citizen of the United States?

| | |
|-----|----|
| YES | NO |
|-----|----|

If no, are you authorized to work in the U.S.?

| | |
|-----|----|
| YES | NO |
|-----|----|

Do you have a valid Driver's License?

| | |
|-----|----|
| YES | NO |
|-----|----|

Have you ever worked for this company?

| | |
|-----|----|
| YES | NO |
|-----|----|

If so, when?

Have you ever been convicted of a felony?

| | |
|-----|----|
| YES | NO |
|-----|----|

If yes, explain

PREVIOUS EMPLOYMENT

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference?

| | | |
|-----|----|--|
| Yes | No | |
|-----|----|--|

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference?

| | | |
|-----|----|--|
| Yes | No | |
|-----|----|--|

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference?

| | | |
|-----|----|--|
| Yes | No | |
|-----|----|--|

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference?

| | | |
|-----|----|--|
| Yes | No | |
|-----|----|--|

EDUCATION

High School _____

_____ Address _____

From _____ To _____

Did you Graduate? _____

| | |
|-----|----|
| YES | NO |
|-----|----|

Degree _____

College _____

_____ Address _____

From _____ To _____

Did you Graduate? _____

| | |
|-----|----|
| YES | NO |
|-----|----|

Degree _____

Other _____

_____ Address _____

From _____ To _____

Did you Graduate? _____

| | |
|-----|----|
| YES | NO |
|-----|----|

Degree _____

REFERENCES

Please list three (3) professional references

Full Name _____

Relationship _____

Company _____

Phone _____

Address _____

Full Name _____

Relationship _____

Company _____

Phone _____

Address _____

Full Name _____

Relationship _____

Company _____

Phone _____

Address _____

MILITARY SERVICE

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

It other than honorable, explain _____

Have you ever been injured while performing your employment duties?

| YES |

| NO |

If yes, please explain

Are you able to perform essential functions of the job with or without reasonable accommodations?

| YES |

| NO |

If no, please explain

DISCLAIMER AND SIGNATURE

It is agreed and understood that any misrepresentation given on this application shall be considered an act of dishonesty. It is agreed and understood that Guaranteed Plumbing & Heating may investigate my background, ie. Motor Vehicle Record, PA State Police Criminal background and Child Abuse clearance and FBI Fingerprint Clearance to obtain any and all information of concern to my record, whether same is of records or not, and I release Guaranteed Plumbing & Heating from all liability for any damages on account of furnishing such information. It is also agreed and understood the under the Fair Credit Reporting Act, Public Law 91-508- I have been told that this investigation may include and investigating Consumer Report, including information regarding my character general reputation, personal characteristics, and mode of living. I agree to furnish such additional information and complete such examinations as may be required to complete my application file. It is agreed and understood that this application in no way obligates Guaranteed Plumbing & Heating to employ or hire the applicant. It is agreed and understood that if qualified and hired, I may be on a probationary period during which time I may be disqualified without recourse. This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

| | | |
|------------------|--|--|
| Signature | | |
|------------------|--|--|

| | | |
|-------------|--|--|
| Date | | |
|-------------|--|--|

EMPLOYEE AUTHORIZATION

I _____ the herby certify that I received an offer of employment
(Employee Name)

from _____
(employer Name and Address)

on _____ and authorize the Pennsylvania Bureau of Workers Compensation
(Date)

to release records on file, to a third party. and all

I affirm the information I have provided herein is true. I understand that if I made false statements which I do not believe to be true and thereby mislead the public servant to whom this request is directed in performing his/her official function. I may be subject to punishment as provided in the Crime Code 18 PA C.S.A 4904

Dated: _____ Signed: _____

Address: _____

Social Security #: _____



I _____ an
(Name) (Title of Employer)

of an acting as agent for _____ do hereby certify
(Employer)

that _____ has extended an offer of employment to
(Employer)

_____, on _____ and I agree that
(Employee Name) (Date)

Information requested from the Pennsylvania Bureau of Workers Compensation with regard to

_____ will be used by _____
(Employee Name) (Employer)

to conformance with both the Americans with Disabilities Act and the Pennsylvania Human Relations Act.

I affirm the information I have provided herein is true. I understand that if I make any false statements which I do not believe to be true and thereby mislead the public servant to whom this request is directed in performing his/her official function. I may be subject to punishment as provided in the Crime Code 18 PA C.S.A 4904

Dated: _____ Signed: _____

Title: _____