

Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS WILL BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work

No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

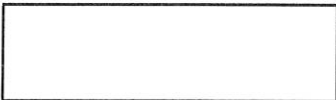
When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license
number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key	<input type="checkbox"/> Yes <input type="checkbox"/> No	Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	___ PC ___ Mac	Other Skills	_____			

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Large empty rectangular box for providing additional information.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your Last Job Title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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	Your last job title		
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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Miracle Plumbing, Heating & Cooling Co Inc is an Equal Opportunity Employer, committed to employing individuals without regard to race, color, age, sex, marital status, religion, creed, national origin, ancestry, or handicap.

Applicant's Certification and Authorization

Please read this statement carefully

I understand and agree that, if I am employed by Miracle Plumbing, Heating, & Cooling Co Inc., my employment is for no definite period of time and can be terminated without cause or notice at any time at the option of either, Miracle Plumbing, Heating, & Cooling Co Inc. or myself. I understand that no representative of Miracle Plumbing, Heating, & Cooling Co Inc. other than an officer has any authority to enter into any agreement for any employment for any specified period of time or to make any agreement with me contract to the foregoing, except that an office of Miracle Plumbing, Heating & Cooling Co Inc. may do so in writing.

I further agree to take any lawful medical or honesty examination required by Miracle Plumbing, Heating, & Cooling Co Inc. upon receiving a conditional offer of employment by Miracle Plumbing, Heating, & Cooling Co Inc., or after I am hired as a condition of my continued employment. I agree that my refusal to take any such lawful examination may be cause for termination of my employment. I further understand that Miracle Plumbing, Heating, & Cooling Co Inc. will require a pre-employment drug test for illegal substances and that Miracle Plumbing, Heating, & Cooling Co Inc. will not hire any applicant who tests positive or refuses to consent to pre-employment drug testing. I further understand that an employee who tests positive for illegal drugs or alcohol usage during work hours or who refuses to consent to drug and alcohol testing is subject to discharge.

I release all persons or companies conduction any lawful medial or honesty examination from any liability.

I also agree to take any lawful honesty detection examination and I release all persons or companies conducting such examination from any liability.

I certify that the facts contained in the Application are true and complete and understand that if I become employed, any false information I may have provided on the Application shall be grounds for my dismissal. I also understand that I am required to abide by all rules and regulations of Miracle Plumbing, Heating, & Cooling Co Inc.

Applicant's Signature _____

Date _____