

Neptune Plumbing & Heating Co.

APPLICATION FOR EMPLOYMENT

Date of Application: _____

Position(s) Applied For: _____

Earnings Expected: \$_____

Applicant's Name: _____
Last First Middle

Current Address: _____

Telephone (____) _____ Number Street City State Zip
Alternate (____) _____ Social Security Number: ____-____-____

Are you 18 years of age or older? Yes No

If employed and you are under 18, can you furnish a work permit? Yes No

Are you a U.S. citizen or can you establish that you are an authorized legal worker? Yes No

On what date would you be available to begin work? _____

What level of employment are you seeking? Full time Part time Special Assignment

Are you employed now? Yes No

May we contact your present employer? Yes No

Are you on layoff and subject to recall? Yes No

Have you ever been convicted of a felony? Yes No

Note: Convictions are not an automatic bar to employment, but are reviewed in relation to the job for which you applied.

If yes, please explain:

Give name, address and telephone numbers of three (3) references who are not related to you.

Name of Reference	Affiliation	Mailing Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION

	HIGH SCHOOL	COLLEGE/ UNIVERSITY	GRADUATE PROFESSIONAL
School Name			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities			
Honors Received:			

Summarize any special skills and qualifications you have acquired from employment or through vocational experience, correspondence courses, service schools, in-service training or volunteer work (including, but not limited to, ability to type, take shorthand, word processing, computer skills, ability to operate machinery, or any other skills or abilities related to the position for which you are applying). Also include relevant licenses or certificates (please be specific and include dates for these): _____

Who referred you to our company?

Other than need employment, why did you apply to Neptune Plumbing & Heating Co?

What are your biggest strengths as a prospective employee?

List three (3) unique characteristics that your previous supervisor would use to describe you.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Please explain any gaps between periods of employment. If more space is required, you may duplicate this page to continue.

	DATES EMPLOYED		JOB TITLE & WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR (and phone if different)			
REASON FOR LEAVING			FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>

	DATES EMPLOYED		JOB TITLE & WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR (and phone if different)			
REASON FOR LEAVING			FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>

	DATES EMPLOYED		JOB TITLE & WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR (and phone if different)			
REASON FOR LEAVING			FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>

Were you ever discharged or forced to resign from any positions? YES NO

If yes, explain: _____

State any additional information you feel may be helpful in considering your employment request:

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

I hereby give Neptune Plumbing & Heating Co. permission to perform a background check which will include a Bureau of Motor Vehicle report as well as a criminal background check.

Applicant's Signature

Dated: _____

FOR OFFICE USE ONLY -- DO NOT WRITE BELOW THIS LINE

Position Considered: _____

Interviewed By: _____

Date of Interview: _____

Date of Employment Offer: _____

Remarks: