

Pure Water Plumbing



Employment Application (Please Print)

General

Position applied for:		Date of application:
How did you learn about the job opening? (Check all that apply.) <input type="checkbox"/> Advertisement <input type="checkbox"/> Internet <input type="checkbox"/> Recruiting firm <input type="checkbox"/> Walk-in <input type="checkbox"/> Current employee <input type="checkbox"/> Other: _____		
Last name:	First name:	Middle initial:
Address:	City:	State/ZIP code:
Telephone (home or mobile):		Telephone (work):

Which hours are you available to work? (Check one.)

Regular full-time Regular part-time Seasonal

On what date are you available to work? _____

Are you currently employed? Yes No

Have you ever been employed here before? Yes No

Have you ever applied for a job here before? Yes No

If Yes to either of the above, When _____

What is your desired salary range or hourly rate of pay? _____

Will you be able to travel if your job requires it? _____

Are you legally eligible for employment in the United States? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Education

	High School	Technical School	College	Other
Name and location				
Years completed				
Diploma or degree/course of study				

Summarize special skills and training relevant to the job. _____

Describe honors received. _____

List business, trade, or civil activities and offices held. *(You may exclude memberships that may reveal sex, race, religion, national origin, age, disability, or other protected status.)*

References

Give the name, address, and telephone number of three business references who are not related to you.

<i>Name</i>	<i>Address</i>	<i>Phone Number</i>

Special Qualifications

On a scale of 0 to 5, with 0 indicating no experience and 5 indicating highly proficient, rate your expertise in the following.

Microsoft Word _____ Apple Pages _____
 Microsoft Excel _____ Apple Numbers _____
 Microsoft Powerpoint _____ Apple Keynote _____
 Microsoft Access _____

Work History

Start with the most recent employer.

Employer:	Dates employed:
Employer's address:	Employer's telephone number:
Job title:	Supervisor:
May we contact your supervisor? _____ Yes _____ No	
Work performed:	
Reason for leaving:	

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Employer's address:	Employer's telephone number:
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Reason for leaving:	

Are you able to perform the essential requirements of the job as you understand it?

_____ Yes _____ No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

_____ Yes _____ No

Please read carefully.

I certify that the answers given on this application are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time without cause. It is further understood that this “at will” relationship may not be changed by any written documentation or by conduct unless the change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given on this form or in any interviews for employment with Pure Water Plumbing may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Signature of candidate: _____ Date: _____

Pure Water Plumbing considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, and any other legally protected status.