

Email to tbarmeier@mechanicalsupply.com or fax to (636) 343-0144

Application for Employment



Last Name: _____ First Name: _____ Middle Initial: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: (____) _____ Cell: (____) _____ Email: _____
Position(s) applied for: _____ Date of Application: _____

If necessary, best time to contact you is: _____
() Home () Cell

May we contact you at work? () Yes () No
If yes, work number (____) _____

If you are under 18 and it is required, can you furnish a work permit? () Yes () No

Have you submitted an application here before?
() Yes () No Date: _____, If Yes

Have you ever been employed here before?
() Yes () No Date: _____, If Yes

Are you legally eligible for employment in this country? () Yes () No

Date available for work: _____

What is your desired salary range or hourly pay?
\$ _____ Per _____

Type of employment desired?
() Full Time () Part Time
() Seasonal () Temporary

Will you relocate if required? () Yes () No

Will you travel if required? () Yes () No

Can you meet the attendance requirements?
() Yes () No

Will you work overtime if required?
() Yes () No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.
() Yes () No () Need more info.

Driver's license number required if driving may be required in the job for which you are applying
_____ State: _____

Have you ever been bonded?
() Yes () No

Answering yes to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? () Yes () No
If yes, explain: _____

Have you entered into an agreement with any former employer or other party (such as a non-compete agreement) that might, in any way, restrict your ability to work for our company?
() Yes () No

Employment History

Starting with your most recent employer, provide the following information.

Employer: _____ Phone(____) _____
Address: _____ City: _____ State: _____
Starting/final job title: _____
Immediate supervisor name/title: _____
Why did you leave? _____
Summarize type of work performed: _____

What did you like most about the position? _____

What did you like least? _____

Dates employed:
____/____ to ____/____
Compensation (Starting)
\$ _____ per _____
Compensation (Final)
\$ _____ per _____
Commission or other comp.
\$ _____

Employer: _____ Phone(____) _____
Address: _____ City: _____ State: _____
Starting/final job title: _____
Immediate supervisor name/title: _____
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Compensation (Starting)
\$ _____ per _____
Compensation (Final)
\$ _____ per _____
Commission or other comp.
\$ _____

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Address: _____ City: _____ State: _____

Starting/final job title: _____

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Why did you leave? _____

Summarize type of work performed: _____

What did you like most about the position? _____

What did you like least? _____

Dates employed:
 ____/____ to ____/____

Compensation (Starting)
 \$ _____ per _____

Compensation (Final)
 \$ _____ per _____

Commission or other comp.
 \$ _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? ()Y N()

If yes, please explain:

Skill and Qualifications

- () Word
- () HVAC _____
- () Excel
- () EPA License _____ (Which Type)
- () Presentations
- () Sales _____ (What Products)
- () E-Mail
- () Customer Service _____ (Explain)

References

Name	Title	Relationship to You	Phone	# of Years Known

Educational Background

Starting with your most recent school attended, provide the following information.

School (Include City/State)	Years Completed	GPA	Degree/Certificate	Major/Minor

Social Security Number _____ - _____ - _____

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I expressly authorize, without reservation, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other person, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

The company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an application from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated thoroughly. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

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