

D&D PLUMBING, INC.

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

Please complete each section fully, as this will assure that appropriate information about your background, experience, and qualification is available for our consideration. In compliance with federal and state equal opportunity laws, qualified applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, age, or disability.

PERSONAL INFORMATION

Name (last, first, middle) _____

Have you ever used another name? YES NO

If yes, please indicate other name(s) below:

Social Security Number _____

Drivers License Number _____

Present address _____

Present Phone _____

Position(s) applying for _____

Referred by _____

If hired, can you provide verification of your legal right to work in the United States?

Yes No

Are you over 18 years of age? Yes No

Have you ever been convicted of any crime (excluding minor traffic violations)? Yes No

A conviction will not necessarily disqualify you from the job for which you are applying

If yes, please describe when, where, and the disposition of the case:

Are you able to perform the essential functions of the job for which you are applying, with or without accommodation? Yes No

Names of friends or relatives already employed by D & D Plumbing, Inc.:

EDUCATION INFORMATION

Name/Location of High School*, Trade, Business School, or Colleges Attended	Dates		Degree Earned Or Expected	Graduation Date
	From	To		
	XX	XX		XXXX

*Please do not include dates for high school.

Honors, Professional Societies, Fraternities, and Activities:

EMPLOYMENT INFORMATION

Name, Address, and Phone Number of Employers (most recent first)	Supervisor	Job Duties	Salary	Dates	
				From	To

MILITARY/PROFESSIONAL ORGANIZATION INFORMATION

Branch of Service	Dates		Rank	Relevant training/skills
	From	To		

Please list any relevant organizations, clubs or professional societies to which you belong:

REFERENCES

Please list three professional references that are familiar with your work, who have worked directly with you, and who have known you for at least two years.

Name	Address	Phone	Relationship

ACKNOWLEDGMENT

The above information is true and complete to the best of my knowledge. I understand that my application will immediately be rejected or, if employed, I will be immediately discharged for providing false information in this application or omitting material information requested.

I understand that it is the policy of D & D Plumbing, Inc. that all employees are employed at the will of both the employee and D & D Plumbing, Inc. This means the employee may quit at any time, for any reason or no reason, with or without notice. Similarly, D & D Plumbing, Inc. may terminate employment at any time, for any reason or no reason, with or without notice. There is no contractual promise or legal requirement by either the employee or D & D Plumbing, Inc. that employment will continue for any set period of time, or that your employment will be terminated only under particular circumstances or with particular notice. Any exception to this policy of employment-at-will may only be made in writing signed by an authorized representative of D & D Plumbing, Inc. This policy is not modified by any statements, expressed or implied, contained in any handbook, employment application, manual, memoranda, policy, procedure, or other materials or statements provided to applicants or employees in connection with their employment. Nor is this policy modified by any oral statements or conduct, express or implied. This policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

I authorize D & D Plumbing, Inc. to make inquiries to verify my suitability for employment and release D & D Plumbing, Inc. and any individuals it contacts from any claims arising from making or responding to such inquiries.

I agree to submit to a pre-employment drug screening if requested by D & D Plumbing, Inc.

Signed _____ Date _____