

---

# Application for Employment

**MONROE**  
*plumbing*  
INC.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

*Please Print Clearly*

## APPLICATION FOR EMPLOYMENT

*Please Answer All Questions. Résumés Are Not A Substitute For A Completed Application.*

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Position Applied For \_\_\_\_\_ Name \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate or Cellular Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_ How long have you lived there \_\_\_\_\_ / \_\_\_\_\_  
Street, Apt. or Unit No./City/State/Zip Years Months

Previous Address \_\_\_\_\_ How long did you live there \_\_\_\_\_ / \_\_\_\_\_  
Street, Apt. or Unit No./City/State/Zip Years Months

Desired Salary/Hourly Rate \_\_\_\_\_

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full-time  Part-time  (Specify Hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start work if hired \_\_\_\_\_

Have you previously applied for employment with this Company? Yes  No

If Yes, when and where did you apply? \_\_\_\_\_

Have you ever been employed by this Company? Yes  No  If Yes, provide dates of employment, location, and reason for separation from employment. \_\_\_\_\_

### INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:

1. Hawaii applicants: Do not answer the following two questions.
2. District of Columbia and Washington applicants: Limit any response to the past ten (10) years.
3. Utah applicants: Limit any response to felony convictions only.
4. Arizona, District of Columbia, Illinois, Missouri, Rhode Island and Utah applicants: Do not respond to second question regarding arrests.
5. California applicants: Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

6. Massachusetts applicants: Limit any response regarding misdemeanor convictions to the last five (5) years and to those which were not a first offense for drunkenness, simple assault, speeding, a minor traffic violation or disturbing the peace. Applicants with a sealed record on file with the Massachusetts Commissioner of Probation may answer "No Record" with respect to: 1) all inquiries relating to prior convictions or arrests; 2) misdemeanor convictions older than five (5) years; and 3) first time convictions for simple assault, drunkenness, speeding, minor traffic violations or disturbing the peace.
7. North Dakota and Oregon applicants: Regarding arrests, limit your response to pending charges that are less than one (1) year old.
8. Indiana applicants: Regarding arrests limit your response to pending charges for felonies and class A misdemeanors that are less than one (1) year old.
9. Michigan applicants: Regarding arrests, limit your response to felony arrests awaiting conviction or dismissal.
10. Connecticut applicants: You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.
11. New York applicants: An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within 30 days of the applicant's request for such information.
12. All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above?  
 Yes  No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes  No

CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.*

Have you ever initiated an act of violence in the workplace? Yes  No

If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.) \_\_\_\_\_

List all special technical skills that you feel qualify you for the job for which you are applying (e.g., computer programming/language, software, equipment operation, special tools or machines, etc.) \_\_\_\_\_

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade or Post College					

Honors Received \_\_\_\_\_

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record?  
 \_\_\_\_\_  
 \_\_\_\_\_





**PRE-EMPLOYMENT BACKGROUND SEARCH FORM**

For Use In Conducting Drug Testing, & Criminal Background/Educational Verification Searches  
Required For All Employees Including New Hires/Rehires/Transfers

PRINT NAME: Last		First	Middle Initial	Maiden Name (if applicable)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH				
<b>For Monroe Plumbing Office Use Only:</b>					
MANAGER CONTACT NAME	DIVISION	DEPARTMENT	PHONE # ( )- -	FAX # ( )- -	
POSITION TITLE	DATE OF OFFER	TIME OF OFFER			

**BACKGROUND CHECK**

*(Criminal history will not automatically result in denial or loss of employment)*

Have you ever been convicted of a crime? (Including misdemeanor, felony or criminal negligence)  Yes  No

Have you ever pled guilty to a crime?  Yes  No

Have you ever pled no contest or had adjudication withheld on any criminal charge? (Including misdemeanor, felony or criminal negligence)  Yes  No

Do you have any criminal charges pending? (Including misdemeanor, felony or criminal negligence)  Yes  No

Have you been placed in a pretrial diversion program, pretrial intervention program or had prosecution deferred?  Yes  No

If you answered yes to any of the above questions, please provide dates, places, details and dispositions of any convictions, pleas, sentences or pending issues: \_\_\_\_\_

If driving is a requirement of the position for which you are applying, please list traffic violations over the last seven years: \_\_\_\_\_

Have you been a defendant in a civil action for intentional tort?  Yes  No

If yes, explain the nature of the tort and the disposition of the action: \_\_\_\_\_

*Tort means a wrongful act (e.g., assault, battery, fraud, or injury) for which a civil action can be brought.*

**Attach a separate sheet, if necessary.**

**LIST ONLY THOSE DEGREES REQUIRED FOR THE POSITION**

EDUCATIONAL INSTITUTION (S)/CITY/STATE	DEGREE/MAJOR	DEGREE START/END DATE (MONTH/DAY/YEAR)
1.		
2.		
3.		

**CITIES/STATE(S) RESIDED IN WITHIN THE LAST THREE YEARS**

CURRENT ADDRESS	HOME PHONE NUMBER ( )- -
PREVIOUS CITY/STATE/ZIP 1.	PREVIOUS CITY/STATE/ZIP 2.
PREVIOUS CITY/STATE/ZIP 3.	PREVIOUS CITY/STATE/ZIP 4.

**If the job duties of the position REQUIRE driving a company vehicle or the employee's personal vehicle, please indicate driver's license number and state where issued.**

DIVER'S LICENSE NUMBER	STATE
------------------------	-------

**I agree to conform to the rules and regulations of Monroe Plumbing, Inc..**

SIGNATURE	DATE
-----------	------

**Monroe Plumbing, Inc.**  
**PRE-EMPLOYMENT REFERENCE CHECK**

I authorize **Monroe Plumbing, Inc.** to contact current and former employers, personal and/or educational references. I release any and all individuals or organizations of any liability for providing the requested information. Any information obtained will be regarded as confidential and used to determine suitability for employment.

**Applicant Name:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**TO BE COMPLETED BY MPI HIRING AUTHORITY/MANAGER**

**Candidate's Current/Former Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Supervisors Name & Telephone #** \_\_\_\_\_

**Contact Name, Title & Telephone #** \_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_

**Dates of employment:** \_\_\_\_\_ to \_\_\_\_\_

**Position at separation:** \_\_\_\_\_

**Reason for separation:** \_\_\_\_\_

**Ending Wage/Salary:** \$ \_\_\_\_\_ **Eligible for Rehire:** Yes  No

RATING	EXCELLENT	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO COMMENT
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Describe the type of work the candidate was responsible for?  
 \_\_\_\_\_

2. What are candidate's strengths/weaknesses on the job?  
 \_\_\_\_\_

3. Would you recommend him/her for this position?  
 \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Hiring Authority or Manager Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

## REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE NUMBER	NUMBER OF YEARS KNOWN

## APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

