# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name:** | Enter text. | Enter text. | M.I. | **Date:** | Select Date |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| **Address:** | Enter text. | Enter text. |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enter text. | Enter text. | Enter text. |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone:** | Enter text. | **Email**: | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Available:** | Select Date | **Referred by:** | Enter text. | **Desired Salary:** | $Enter Amount |

|  |  |
| --- | --- |
| **Position Applied For:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you 18 years or older?** | YES[ ]  | NO[ ]  |  **Are you authorized to work in the U.S.?** | YES[ ]  | NO[ ]  |

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| **Have you ever worked for this company?** | YES[ ]  | NO[ ]  | **If yes, when?** | Enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you ever been convicted of a felony?** | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| **If yes, explain:** | Enter text. |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| **High School:** | Enter text. | **Address:** | Enter text. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From:** | From | **To:** | To | **Did you graduate?** | **YES**[ ]  | **NO**[ ]  | **Diploma:** | Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
| **College:** | Enter text. | **Address:** | Enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From:** | From | **To:** | To | **Did you graduate?** | **YES**[ ]  | **NO**[ ]  | **Degree**: | Enter text. |

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| --- | --- | --- | --- |
| **Other:** | Enter text. | **Address:** | Enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From:** | From | **To:** | To | **Did you graduate?** | **YES**[ ]  | **NO**[ ]  | **Degree:** | Enter text. |

## References

**Please list three references.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** | Enter text. | **Relationship:** | Choose an item. |
| **Company:** | Enter text. | **Phone:** | Enter text. |
| **Address:** | Enter text. |
|  |  |  |  |
| **Full Name:** | Enter text. | **Relationship:** | Choose an item. |
| **Company:** | Enter text. | **Phone:** | Enter text. |
| **Address:** | Enter text. |
|  |  |  |  |
| **Full Name:** | Enter text. | **Relationship:** | Choose an item. |
| **Company:** | Enter text. | **Phone:** | Enter text. |
| **Address:** | Enter text. |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** | Enter text. | **Phone:** | Enter number. |
| **Address:** | Enter text. | **Supervisor:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Enter text. | **Starting Salary:** | $Enter text. | **Ending Salary:** | $Enter text. |

|  |  |
| --- | --- |
| **Responsibilities:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From:** | Select Date | **To:** | Select Date | **Reason for Leaving:** | Enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **May we contact your previous supervisor for a reference?** | **YES**[ ]  | **NO**[ ]  |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| **Company:** | Enter text. | **Phone:** | Enter number. |
| **Address:** | Enter text. | **Supervisor:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Enter text. | **Starting Salary:** | $ Enter text. | **Ending Salary:** | Enter text. |

|  |  |
| --- | --- |
| **Responsibilities:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From:** | Select Date | **To:** | Select Date | **Reason for Leaving:** | Enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **May we contact your previous supervisor for a reference?** | **YES**[ ]  | **NO**[ ]  |  |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** | Enter text. | **Phone:** | Enter number. |
| **Address:** | Enter text. | **Supervisor:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Enter text. | **Starting Salary:** | $ Enter text. | **Ending Salary:** | $ Enter text. |

|  |  |
| --- | --- |
| **Responsibilities:** | Enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From:** | Select Date | **To:** | Select Date | **Reason for Leaving:** | Enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **May we contact your previous supervisor for a reference?** | **YES**[ ]  | **NO**[ ]  |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Branch:** | Enter text. | **From:** | Select Date | **To:** | Select Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rank at Discharge:** | Enter text. | **Type of Discharge:** | Enter text. |

|  |  |
| --- | --- |
| **If other than honorable, explain:** | Enter text. |

## Special Skills

**Please list any specific equipment, licenses, specialized skills, or apprenticeships applicable to the job which you are applying:**

**Enter text.**

## Relatives In Our Employment

|  |  |  |
| --- | --- | --- |
| **Name/Relation:** | Enter text. |  |

## Affidavit and Authorization – PLEASE READ CAREFULLY

I certify that all of the information provided by me in this application (and any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts will be cause for denial of employment, or termination of employment, at any time, regardless of the circumstance of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by Vaughn’s Plumbing & Heating Co. (Vaughn’s) that employment with the company is at-will, for no specified duration, and may be terminated by either the company or myself at any time, with or without cause or notice. I understand that no representative of Vaughn’s except the President and Vice President(s) have the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements, and that any such agreements must be made in writing and signed by the President or Vice President(s) of the company.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Vaughn’s and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability that may result from providing such information. I further agree that if and when my employment is terminated, Vaughn’s has the right to release any information concerning my employment, including but not limited to my character, behavior, ability, and cause of separation, and I release Vaughn’s from any and all liability concerning such information.

I understand that all offers of employment with Vaughn’s are contingent upon the completion and passing of a pre-employment drug screening which may include a urine and/or blood test. I also understand that proof of identity and work authorization will be required upon employment in accordance with federal regulations. In the event of my employment by Vaughn’s, I agree to abide by all present and subsequently issued rules of the company.

I understand that this application is considered current for 30 days. If I wish to be considered for employment after this period, I must complete a new employment application.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  |  **Date:** |  |

**VAUGHN’S PLUMBING & HEATING CO. IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORGIN, AGE, DISABILITY, VETERAN STAUS OR ANY OTHER STATUS PROTECTED BY LAW.**