

# APPLICATION FOR EMPLOYMENT

“Almeida Plumbing Heating & Air” IS AN EQUAL OPPORTUNITY EMPLOYER

“I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT FALSIFICATION OF THIS INFORMATION OR A MATERIAL OMISSION MAY LEAD TO IMMEDIATE DISMISSAL. I AUTHORIZE ALL OF THE INDIVIDUALS WHOM I HAVE LISTED ON THIS APPLICATION TO GIVE ANY AND ALL INFORMATION REGARDING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE ALL PARTIES FROM ALL LIABILITY FROM ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

IF I AM EMPLOYED, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY. I UNDERSTAND AND AGREE THAT UNLESS OTHERWISE PROVIDED FOR UNDER THE TERMS OF A COLLECTIVE BARGANING AGREEMENT OR OTHER SPECIFIC WRITTEN AGREEMENT SIGNED BY AN AUGHORIZED EXECUTIVE OF THE COMPANY, MY EMPLOYMENT, IF I AM HIRED, WILL BE “AT-WILL”. THIS MEANS THAT EITHER THE COMPANY OR I MAY TERMINATE OUR EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE.”

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_/

## PERSONAL INFORMATION

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ MESSAGE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_ PART-TIME/ FULL TIME/TEMP SALARY DESIRED \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_ HOW DID YOU HEAR ABOUT THIS JOB \_\_\_\_\_

CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES \_\_\_\_\_ NO \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ DRIVER'S LICENSE NO. \_\_\_\_\_

## COMPANY EMPLOYMENT

HAVE YOU EVER BEEN EMPLOYEED BY “Almeida Plumbing Systems, Inc.” \_\_\_\_\_

DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DO YOU HAVE RELATIVES EMPLOYED HERE? \_\_\_\_\_

NAME OF EMPLOYEE \_\_\_\_\_

## CONVICTION RECORD

HAVE YOU EVER BEEN CONVICTED OF A FELONY \_\_\_\_\_ IF YES, PLEASE SPECIFY. \_\_\_\_\_

---

A CONVICTION WILL NOT RESULT IN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT

## EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSES MAJORED IN	LAST YEAR COMPLETED	DID YOU RECEIVE A DIPLOMA
HIGH SCHOOL				
COLLEGE OR TRADE SCHOOL				
OTHER COURSES OF STUDY				

## SPECIAL SKILLS

COMPUTER SOFTWARE PROGRAMS \_\_\_\_\_

KEYBOARDING SPEED \_\_\_\_\_ 10-KEY SKILLS BY TOUCH \_\_\_\_\_ BY SIGHT \_\_\_\_\_ SWITCH BOARD \_\_\_\_\_

OTHER SKILLS \_\_\_\_\_

LIST ANY PERSONAL TRAITS , HOBBIES OR VOLUNTEER WORK THAT MIGHT HELP YOU QUALIFY FOR THIS POSITION \_\_\_\_\_

## PERSONEL REFERENCES

LIST AT LEAST 3 PEOPLE, BESIDES FORMER EMPLOYERS WHO HAVE KNOWLEDGE OF YOUR CHARACTER

NAME	YEARS KNOWN	RELATIONSHIP	TELEPHONE NUMBER

# WORK HISTORY

## LIST MOST RECENT WORK EXPERIENCE FIRST

NAME OF EMPLOYER _____	YOUR TITLE _____
ADDRESS _____	CITY _____ ST _____ ZIP _____
FULL-TIME _____ PART-TIME _____ TEMP _____	SALARY _____ HOW OFTEN WERE YOU PAID _____
DATES EMPLOYED FROM _____ / _____ TO _____ / _____	SUPERVISOR _____
MAY WE CONTACT YOUR EMPLOYER _____	TELEPHONE (____) _____ - _____ EXT _____
MAJOR RESPONSIBILITIES _____	
REASON FOR LEAVING _____	

NAME OF EMPLOYER _____	YOUR TITLE _____
ADDRESS _____	CITY _____ ST _____ ZIP _____
FULL-TIME _____ PART-TIME _____ TEMP _____	SALARY _____ HOW OFTEN WERE YOU PAID _____
DATES EMPLOYED FROM _____ / _____ TO _____ / _____	SUPERVISOR _____
MAY WE CONTACT YOUR EMPLOYER _____	TELEPHONE (____) _____ - _____ EXT _____
MAJOR RESPONSIBILITIES _____	
REASON FOR LEAVING _____	

NAME OF EMPLOYER _____	YOUR TITLE _____
ADDRESS _____	CITY _____ ST _____ ZIP _____
FULL-TIME _____ PART-TIME _____ TEMP _____	SALARY _____ HOW OFTEN WERE YOU PAID _____
DATES EMPLOYED FROM _____ / _____ TO _____ / _____	SUPERVISOR _____
MAY WE CONTACT YOUR EMPLOYER _____	TELEPHONE (____) _____ - _____ EXT _____
MAJOR RESPONSIBILITIES _____	
REASON FOR LEAVING _____	

# **MOTOR VEHICLE RECORD** **POLICY**

It is the policy of Almeida Plumbing Systems, Inc. to obtain and review Motor Vehicle Records (MRVs) on each prospective employee before an offer for employment is extended to the individual. Motor vehicle records are checked annually on all employees where driving is part of his or her job description.

Management of Almeida Plumbing Systems, Inc. will review the Motor Vehicle Record to ascertain, in its sole discretion, whether the applicant or employee holds a valid license and whether his or her driving record within the parameters set by company policy. If an employee's driving record does not meet the criteria set by the company, as determined at the sole discretion of management, remedial training or other disciplinary action may be taken, up to and including termination. If an applicant's driving record does not meet the criteria set by the company, as determined at the sole discretion of management, an offer of employment will be extended.

---

Applicant or Employee

Driver's License No.

---

Almeida Plumbing Systems, Inc.

---

Date

Return this to:

Almeida Plumbing Heating & Air, Inc.

15C Lark Industrial Pkwy

Smithfield, RI 02828

Phone 401-949-0040

Fax 401-949-0140

Email [fred@almeidaplumbing.com](mailto:fred@almeidaplumbing.com)