**Application for Employment**

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion,

national origin, marital status, or the presence of non-job related medical condition or handicap.

|  |  |
| --- | --- |
| Last Name First Middle Maiden                         | Date of Application      |
| Street Address      | Home Telephone      |
| City, State, Zip Code      | Cell Phone      |
| Social Security Number      | Email Address      |
| Are you 18 years of age or older? [ ]  Yes [ ]  No | Alternate Email Address      |
| eMPLOYMENT DESIRED |
| Position Desired      | Date Available       | Wage or Salary Desired      |
|

|  |  |  |
| --- | --- | --- |
| **Hours Available** | **From** | **To** |
| Monday |       |       |
| Tuesday |       |       |
| Wednesday |       |       |
| Thursday |       |       |
| Friday |       |       |
| Saturday |       |       |
| Sunday |       |       |

What range of hours are you willing to work weekly?       Are you willing to be on call? [ ]  Yes [ ]  NoCan you work nights? [ ]  Yes [ ]  NoAre you willing to work out of town? [ ]  Yes [ ]  No    |
| Type of Employment Desired[ ]  Full Time [ ]  Part Time [ ]  Temporary | Are you legally eligible for employment in this country? [ ]  Yes [ ]  No **Proof of U.S. citizenship or immigration status will be required upon employment.** |
| Are you employed now? If so may we enquire of your present employer?[ ]  Yes [ ]  No [ ]  Yes [ ]  No  |
| EDUCATION |
| **Level** | **Name and Location of School**  | **Diploma or Degree****(Credits Earned if No Degree)** | **OverallGPA** | **Attendance Dates** | **Majors/ Minors** |
|  |  |  |  | **From**Mo/Yr | **To**Mo/Yr |  |
| High School |       |       |       |       |       |        |
| Business, Trade, or Technical |       |       |       |       |       |        |
| College |       |       |       |       |       |        |
| Graduate School |       |       |       |       |       |        |
| Other |       |       |       |       |       |        |
| If degrees were received under a name other than that listed on this application, please provide your full name at the time the degree was awarded:Degree:       Name At Time Earned:       |
| Scholastic Achievements:      |
| MILITARY HISTORY |
| Have you ever been in the armed forces? [ ]  Yes [ ]  NoWere you honorably discharged? [ ]  Yes [ ]  NoAre you now a member of the National Guard? [ ]  Yes [ ]  NoSpecialty:       Date Entered:       Discharge Date:        |
| SKILLS AND QUALIFICATIONS |
| Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):      |
| EMPLOYMENT HISTORY |
| Please provide an employment history, even if a resume is submitted with this application. For the last 5 years list ALL employers, assignments, or volunteer activities, starting with the most recent, including military employment. Explain any gaps in employment in the “Comments” section below. Please use the “Employment History Continuation Sheet” if additional space is needed. |
| (1) Present/Most Recent Employer Telephone            | Dates Employed | Summarize the nature of the work performed and job responsibilities. |
|  | FromMo/Yr | ToMo/Yr |  |
| Address      |       |       |       |
| Job Title      | Hourly Rate/Salary |  |
|  | Starting |  |
| Immediate Supervisor and Title      | $      | per      |  |
| Type of Employment [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  Other | Hourly Rate/Salary |  |
|  | Final |  |
| Reason for leaving or why you are considering leaving?      | $      | per      |  |
| (2) Next Previous Employer Telephone            | Dates Employed | Summarize the nature of the work performed and job responsibilities. |
|  | FromMo/Yr | ToMo/Yr |  |
| Address      |       |       |       |
| Job Title      | Hourly Rate/Salary |  |
|  | Starting |  |
| Immediate Supervisor and Title      | $      | per      |  |
| Type of Employment [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  Other | Hourly Rate/Salary |  |
|  | Final |  |
| Reason for leaving?      | $      | per      |  |
| (3) Next Previous Employer Telephone            | Dates Employed | Summarize the nature of the work performed and job responsibilities. |
|  | FromMo/Yr | ToMo/Yr |  |
| Address      |       |       |       |
| Job Title      | Hourly Rate/Salary |  |
|  | Starting |  |
| Immediate Supervisor and Title      | $      | per      |  |
| Type of Employment [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  Other | Hourly Rate/Salary |  |
|  | Final |  |
| Reason for leaving?      | $      | per      |  |
|  (4) Next Previous Employer Telephone            | Dates Employed | Summarize the nature of the work performed and job responsibilities. |
|  | FromMo/Yr | ToMo/Yr |  |
| Address      |       |       |       |
| Job Title      | Hourly Rate/Salary |  |
|  | Starting |  |
| Immediate Supervisor and Title      | $      | per      |  |
| Type of Employment [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  Other | Hourly Rate/Salary |  |
|  | Final |  |
| Reason for leaving?      | $      | per      |  |
|  (5) Next Previous Employer Telephone            | Dates Employed | Summarize the nature of the work performed and job responsibilities. |
|  | FromMo/Yr | ToMo/Yr |  |
| Address      |       |       |       |
| Job Title      | Hourly Rate/Salary |  |
|  | Starting |  |
| Immediate Supervisor and Title      | $      | per      |  |
| Type of Employment [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  Other | Hourly Rate/Salary |  |
|  | Final |  |
| Reason for leaving?      | $      | per      |  |
| (6) Next Previous Employer Telephone            | Dates Employed | Summarize the nature of the work performed and job responsibilities. |
|  | FromMo/Yr | ToMo/Yr |  |
| Address      |       |       |       |
| Job Title      | Hourly Rate/Salary |  |
|  | Starting |  |
| Immediate Supervisor and Title      | $      | per      |  |
| Type of Employment [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  Other | Hourly Rate/Salary |  |
|  | Final |  |
| Reason for leaving?      | $      | per      |  |
| COMMENTS (including explanation of any gaps in employment):      |
| REFERENCES |
| List three business/work references who are **NOT** related to you and are **NOT** previous supervisors, but whom you have known at least one year. If not applicable, list three school or personal references that are not related to you. |
| **Name** | **Telephone** | **Years Known** | **In what capacity did this person observe you or your work?** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| PROFESSIONAL LICENSES |
| List any professional license(s) and list state(s) in which licensed:      |
| MEMBERSHIPS |
| List professional, trade, business, or civic associations (exclude memberships which would reveal sex, race, religion, national origin, age, color, or disability). |
| **Organization** | **Offices Held** | **Dates** |
|  |  | From (mo/yr) | To (mo/yr) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AND AWARDS** |
|       |
| dRIVING HISTORY |
| driver**LICENSE’S** | STATE | LICENSE NO. | TYPE | EXPIRATION DATE |
|  |       |       |       |       |
|  |       |       |       |       |
|  |       |       |       |       |
| dRIVING EXPERIENCE |
| Class of equipment | type of equipment (van, tank, flat, etc.) | dATES FROM TO | APPROX. NO. OF MILES (TOTAL) |
| Straight truck |       |       |       |       |
| tractor & semi-trailer |       |       |       |       |
| TRACTOR-TWO TRAILERS |       |       |       |       |
| OTHER |       |       |       |       |
| aCCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED) |
| dATES | NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.) | FATALITIES | INJURIES |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| traffic convictions & foreitures for the past 3 years (other than parking violations) |
| LOCATION | DATE | CHARGE | PENALTY |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| a. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? [ ]  Yes [ ]  No**B.** Has any license, permit, or privilege ever been suspended or revoked? [ ]  Yes [ ]  NoIF THE ANSWER TO EITHER **A** OR **B** IS YES. ATTACH STATEMENT GIVING DETAILS |
| OTHER INFORMATION |
| Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic speeding fines. (A yes response will not necessarily disqualify you from employment.) [ ]  Yes [ ]  NoIf checked yes, please explain below.      |
| Are you bound by any non-solicitation/non-compete agreement? [ ]  Yes [ ]  No |
| Have you ever applied here before? [ ]  Yes [ ]  NoIf so: When?       Position?       |
| What prompted your application to Mather & Sons Pump Service, Inc.? Ad       Friend      (Please indicate name of ad(s)/friend) Current Employee       Other       |

**EMERGENCY CONTACT INFORMATION**

1. Name­­­­­­     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_ Relationship     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name­­­­­­     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_ Relationship     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name­­­­­­     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_ Relationship     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please review application carefully. We will not consider this application if not completed in full.**

Please read the following and sign the application in the spaces provided below. If you have any questions, please speak with the Human Resources representative before signing.

I understand that employment by Mather & Sons Pump Service, Inc. is “at will.” This means that the employment relationship can be ended by me or by Mather & Sons Pump Service, Inc. at any time for any reason with or without advanced notice and with or without cause. It also means that Mather & Sons Pump Service, Inc. may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Mather & Sons Pump Service, Inc. to continue to employ me in the future or for any specific term. Notwithstanding the above, I understand that no representative of Mather & Sons Pump Service, Inc., except the president, has any authority to enter into any agreement of employment for a definite term. Any such agreement must be in writing and signed by the president.

If employed by Mather & Sons Pump Service, Inc., I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. Although management makes every effort to accommodate individual preferences, organizational needs may make the following conditions mandatory: overtime, or a work schedule other than Monday through Friday or normal business hours. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal.

**I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:**

Print Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:      \_\_\_\_\_\_\_\_\_