

EMPLOYMENT APPLICATION – TUCSON PLUMBING & HEATING

Please Print

Date Last Name First Name Middle

Present Address:

No. & Street City State Zip

(_____)_____-_____
(_____)_____-_____
Home Phone Cell Phone Email:

Employment Desired

Position applying for: _____

Are you applying for: Full-time work? Yes No Part-time work? Yes No

What days and hours are you available for work?

No Pref: ____ Mon: ____ Tue: ____ Wed: ____ Thur: ____ Fri: ____ Sat: ____ Sun: ____

If hired, on what date can you start work? ____/____/____ Salary desired _____

Are you able to work overtime with minimum notice? Yes No

Personal Information

Have you ever applied to or worked for Tucson Plumbing and Heating before? Yes No; If yes, when? _____

Do you have any friends or relatives working for Tucson Plumbing and Heating that referred you? Yes No

If yes, state name(s) and relationship: _____
Name Relationship

Are you at least 18 years of age? Yes No

If hired, can you present proof of your legal right to live and work in this country? Yes No

If hired, would you have reliable means of transportation to and from work? Yes No

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

If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

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Education, Training and Experience

School	Name and Address	No. of years completed	Did you graduate?	Degree or Diploma
High School				
College/University/ Trade School				

List any training, license/or certificates you have that may help to qualify you for the position you are applying, include trade, vocational, military, etc. Indicate type of training, where acquired, dates and whether you completed it successfully.

Employment History

List below all present and past employment starting with your most recent employer (**last five years is sufficient**). Account for all periods of unemployment. Attach additional sheets if necessary. **You must complete this section even if attaching a resume.**

Name of Employer (_____) _____ - _____ Hourly Pay: _____
Telephone No. *Start* *End*

Your Supervisor's Name May we contact this employer for a reference? Yes No

Address & Street *City* *State* *Zip*

Your Position and Duties

Reason for Leaving (be specific) Dates of Employment: ____/____/____
From *To*

Name of Employer (_____) _____ - _____ Hourly Pay: _____
Telephone No. *Start* *End*

Your Supervisor's Name May we contact this employer for a reference? Yes No

Address & Street *City* *State* *Zip*

Your Position and Duties

Reason for Leaving (be specific) Dates of Employment: ____/____/____
From *To*

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_____ (____) _____ - _____ Hourly Pay: _____
Name of Employer Telephone No. Start End

_____ May we contact this employer for a reference? Yes No
Your Supervisor's Name

Address & Street City State Zip

Your Position and Duties

_____ Dates of Employment: ____/____/____ ____/____/____
Reason for Leaving (be specific) From To

References List below two persons not related to you who have knowledge of your work performance within the last three years.

_____ (____) _____ - _____
First Name Last Name Telephone No.

Address & Street City State Zip

Occupation No. of Years Acquainted

_____ (____) _____ - _____
First Name Last Name Telephone No.

Address & Street City State Zip

Occupation No. of Years Acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

 Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that Initials the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

 Initials I hereby authorize Tucson Plumbing & Heating to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

 Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. I also understand that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

 Initials I understand that employment at Tucson Plumbing & Heating is at will, which means that I can voluntarily terminate employment at any time or that the company can terminate my employment at any time with or without cause or with or without prior notice.

_____/____/____
 Date Applicant's Signature

Tucson Plumbing & Heating is an equal employment opportunity employer. We adhere to policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Tucson Plumbing & Heating depends solely on your qualifications.

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When hired, you will be expected to complete an I-9 Employment Verification form. See below for acceptable documents to present for the E-Verify process.

RETAIN THIS COPY

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.