

MSI MECHANICAL SYSTEMS, INC.	Last Name		First Name		Initial	Date of Application
	Street Address		City		State	Zip Date Available
	Cell Phone #		Home Telephone #		Expected Pay Rate	

EMPLOYMENT APPLICATION

IMPORTANT: Applicants with disabilities may request any reasonable accommodation necessary to complete this application, or to take any test required for the position for which the applicant has applied, by making a request at the time of application or testing.

EQUAL EMPLOYMENT OPPORTUNITY. It is our policy to seek and employ the best qualified employees and to provide equal opportunity for the advancement of employees and to administer all of our employment policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. When are you available to work? (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) – Check shifts and days you <u>can</u> work. ☐ Days ☐ Swing ☐ Graveyard ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun	Social Security No. (If hired, you must have or obtain a Social Security number for payroll purposes.)	
	Have you ever worked for us before? ☐ Yes ☐ No	Are you 18 years of age or older? ☐ Yes ☐ No
	If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States? ☐ Yes ☐ No	
	Position(s) Applied for: 1. Journeyman Plumber ☐ OR JP License # _____ 2. Apprentice Plumber ☐ OR License # _____ 3. Laborer ☐ 4. Other ☐ _____	

EDUCATION / QUALIFICATIONS: please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

High School: _____ **Location:** _____

Did you graduate? ☐ Yes ☐ No ☐ GED Date _____

College: _____ **Location:** _____

Did you graduate? ☐ Yes ☐ No From: _____ To: _____ Course of Study _____

Trade School: _____ **Location:** _____

Did you graduate? ☐ Yes ☐ No Date _____ Course of Study _____

Military Service : Branch: _____ From _____ To : _____

Rank at Discharge: _____ Type of Discharge : _____

Other Qualifying Experience : _____

Do you have a valid driver's license? ☐ Yes ☐ No If yes, please list License No./State: _____

If no, when will you have a Drivers License ? _____

Can you perform the essential functions of the job(s) for which you are applying? ☐ Yes ☐ No

EMPLOYMENT EXPERIENCE: Please account for all periods of employment <i>by month/year</i> , including any self-employment and military service. (Attach another sheet if more space is needed.)			
Present or Last Employer	Phone	Hire Date	Date Left
Address	Supervisor	Reason for Leaving	
Job Title/Job Duties			
Previous Employer	Phone	Hire Date	Date Left
Address	Supervisor	Reason for Leaving	
Job Title/Job Duties			
Previous Employer	Phone	Hire Date	Date Left
Address	Supervisor	Reason for Leaving	
Job Title/Job Duties			
Have you ever been terminated (or resigned while facing possible termination or at an employer's request)? ☐ Yes ☐ No If yes, please explain circumstances: 			

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters which the Company deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any current or former employers, other entities (schools, etc.), or persons (such as current or former supervisors, coworkers, etc.), supplying it. I also release you from all liability which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand and agree that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand and agree that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. **IMPORTANT: This means that with very few exceptions—an employee will be required to submit to testing in several different circumstances. Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.** I agree to such examinations, inquiries and/or testing at the Company's expense. I authorize release of the results to the Company and their use to evaluate my suitability for employment. I also release the Company from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand and agree that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a written employment contract. I also understand and agree that an Owner is the only person who will ever have the authority to agree to any other terms and/or to enter into such contracts, and that all such agreements for other terms of employment or contracts must also be signed by both parties. I also understand and agree that unless otherwise stated in a written employment contract, the Company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. This application will only be considered active for 60 days. I understand that if I have not been contacted by the Company within the 60 days and I still want to be considered for employment, I will need to reapply in writing or apply in person to renew or update my application within five days of the 60-day expiration.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents. ☐ Yes ☐ No

Signature _____

Date _____

Unsigned or incomplete applications will not be processed.