

# Mathis Plumbing And Heating Co. Inc.

P.O. Box 716, 1321 Reynolds Street Ext.  
Greenwood, SC 29648

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, National origin, age, disability, marital or veteran status, or any other legally protected status.

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last / First / Middle)

Address: \_\_\_\_\_  
(No. Street / City / State / Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

If hired, can you provide written evidence that you are authorized to work in the U.S.?  Yes  No

### EDUCATION

Type	Name/Location	Course of Study	# Years Completed	Degree/Diploma
Elementary & Jr. High	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

### Work Experience Start with your present or last job

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Starting Job Title	Hourly Rate/Salary		
Supervisor	Starting	End	
Reason for Leaving			

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Starting Job Title	Hourly Rate/Salary		
Supervisor	Starting	End	
Reason for Leaving			

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone				
Starting Job Title		Hourly Rate/Salary		
Supervisor		Starting	End	
Reason for Leaving				

**U.S. MILITARY SERVICE**

Have you ever served in the Military or National Guard? \_\_\_ Yes \_\_\_ No

Explain: \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES (Do Not Include Relatives)**

Name/ Occupation/ Years/ Known Address

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**EMPLOYMENT**

Type of Work Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Do you feel you are physically capable of performing the duties of the job you are seeking, which may include but not be limited to lifting, crawling in narrow spaces, climbing, etc? \_\_\_ Yes \_\_\_ No

Would you be available to travel and stay overnight if the job required? \_\_\_ Yes \_\_\_ No

How Were You Referred To Our Organization? \_\_\_\_\_

Do You Have Any Relatives Who Are Employed By This Organization? \_\_\_ Yes \_\_\_ No

Please Specify : \_\_\_\_\_

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? \_\_\_ Yes \_\_\_ No

Please Specify : \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

\_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of or pled guilty to a felony? (Criminal convictions are not an absolute disqualification from employment: however, false statements may be grounds for non selection or dismissal after employment.) Criminal background checks may be required for certain positions and in accordance with Mathis Plumbing and Heating Co Inc. policies and procedures. \_\_\_ Yes \_\_\_ No

Please Explain: \_\_\_\_\_  
 \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**