



## APPLICATION FOR EMPLOYMENT

**Non-Discrimination Policy:** Atlantic Plumbing & Solar Engineering, Inc. is committed to the principle of equal opportunity in employment. The Company does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, disability, or veteran status in employment.

**GENERAL INFORMATION**

Date \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip

Home Telephone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Are you over 18 years of age?  Yes  No

Have you ever filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we contact your employer?  Yes  No

Are you a United States citizen?  Yes  No If no, do you have a valid work permit?  Yes  No  
 (Proof of citizenship or immigration status may be required upon employment)

When are you available for work? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Are you a veteran of the U.S. Military Service?  Yes  No If yes, which branch of service? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School			
College			
Graduate School			
Bus. or Trade School			

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**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. **NOT NECESSARY IF RESUME IS ATTACHED**

<b>Most Recent Employer</b>	Dates Employed From: To:	Work Performed  Start <u>Salary</u> Finish
Address	Supervisor	
Job Title	Reason for Leaving	
<b>Employer</b>	Dates Employed From: To:	Work Performed  Start <u>Salary</u> Finish
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed  Start <u>Salary</u> Finish
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed  Start <u>Salary</u> Finish
Address	Supervisor	
Job Title	Reason for Leaving	

**REFERENCES**

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

**JOB DESCRIPTION REQUIREMENTS**

As an employee of Atlantic Plumbing & Solar Engineering, Inc. you may be required to do many of the following tasks. Check 'Yes' if you are able to perform the below tasks, or if there is any reason you cannot perform the following tasks, please describe below.

Lifting up to 75 pounds:  Yes  No Notes: \_\_\_\_\_

Driving of Company Vehicles (Motor Vehicle Report will be pulled):  Yes  No Notes: \_\_\_\_\_

Heights – You may be required to go up on high lifts or work on platforms:  Yes  No Notes: \_\_\_\_\_

Manual Labor – Example digging ditches:  Yes  No Notes: \_\_\_\_\_

Climbing ladders and/or scaffolding, going up several stories of stairs repeatedly:  Yes  No Notes: \_\_\_\_\_

Working Overhead for periods of time:  Yes  No Notes: \_\_\_\_\_

Working with torches:  Yes  No Notes: \_\_\_\_\_

Working Outside (about 40% of the time you will not be under a covered building):  Yes  No Notes: \_\_\_\_\_

Working with power tools and machinery – Example backhoe, power saw, power drills etc.:  Yes  No Notes: \_\_\_\_\_

Measure the following three lines

_____	_____	”
_____	_____	”
_____	_____	”

**WORK PERFORMED**

	No Experience	Some Experience	Much Experience	Comments
Labor				
Apprentice Plumber				
Plumbing Crew Leader				
Working Plumbing Supervisor				
Attend Contractor Meetings				
Other Construction Experience				

## EXPERIENCED WITH

	No Experience	Some Experience	Much Experience	Comments
Rough in underground plumbing				
Top out				
Trim				
Reading plans				
Lay out projects				
Commercial water heaters				
Tempering valves				
PVC - water				
CPVC				
PEX - Uponor				
PEX - Crimp				
Copper - sweat				
Copper - press				
PVC- sanitary and storm				
Cast iron				
Chemical waste				
DWV copper				
Insulation - foam				
Insulation - fiberglass				
Gas - threaded steel				
Gas - Mega-press steel				
Gas - CSST corrugated				
Gas - PE polyethelyne				
Gas regulators				
Mini-excavators				
Backhow				
Scissor lifts				
Lull - telescopic lift				
Dewatering				
Other				

**WORKED ON**

No  
Experience

Some  
Experience

Much  
Experience

List two (2) jobs

	No Experience	Some Experience	Much Experience	List two (2) jobs
Housing				
Apartments				
Condominiums				
Hi-Rise over 4-Stories				
Assisted living facilities				
Food stores				
Convenience stores				
Retail				
Health care facilities				
Hospitals				
Commercial				
Education				
Industrial				
Government				
Other				

## WAIVERS AND DISCLOSURES

Please read each section carefully and initial where indicated.

### Notice to Applicants

I understand that, in accordance with Florida Statute 443.151(3)(a)(2), if hired, I will be placed on a 90-day probation period. I further understand that if I am terminated for unsatisfactory work performance within the 90-day probationary period, the employer may seek to contest any unemployment benefit I might attempt to obtain as a result of my termination. \_\_\_\_\_(initials)

I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by the Company with or without notice to me of such amendment, modification, or deletion; that the policies and procedures are not intended to be a contract of employment nor do they give me a right of continued employment; and that my employment may be terminated at my option or at the option of Atlantic Plumbing & Solar Engineering, Inc., with or without notice by either party. I also understand that there are no other arrangements, agreements, or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing and signed by the president. \_\_\_\_\_(initials)

I understand that I may be required to undergo blood and/or urinalysis screening for drug and alcohol use as part of our pre-employment process. In addition, all employees are subject to blood and/or urinalysis screening for drug or alcohol use. \_\_\_\_\_(initials)

### CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. I understand that Atlantic Plumbing & Solar Engineering, Inc. will make a thorough investigation of my work history. I authorize the giving and receiving of any such information requested by the Company during the course of an investigation. I hereby release from liability all persons who provide information to my employer during the course of any such investigation. \_\_\_\_\_(initials)

### NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check, and hereby authorize Atlantic Plumbing & Solar Engineering, Inc. to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

**PLEASE SIGN HERE:** \_\_\_\_\_ **Date** \_\_\_\_\_

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## NOTICE TO APPLICANTS

Atlantic Plumbing & Solar Engineering, Inc. (The Company) has established and maintains a drug-free workplace program. This drug-free workplace program is in conformity with chapter 440.102, Florida Statutes, its implementing regulations, and Federal law.

As part of this program, offers of employment are expressly conditioned upon passing a drug test, if requested. In addition, employees of the Company may be subject to drug testing under those conditions outlined in the Company's Drug and Alcohol Policy Statement.

For a person receiving a conditional offer of employment, failure of a drug test or refusal to submit to drug testing when required by the Company shall cancel or terminate any job offer. For an employee, failing a drug test or refusing to submit to a drug test will result in action against an employee up to and including termination of employment.

A person who receives a conditional offer of employment will have an opportunity to confidentially report to a Medical Review Officer (MRO) both before and after being tested regarding the use of prescription or non-prescription medications. Additionally, a job applicant shall receive a list of common medications which may alter or affect a drug test. A job applicant will also be given names, addresses, and telephone numbers of local alcohol and drug rehabilitation programs.

Any person receiving a conditional offer of employment who fails a drug test may challenge or explain the result within five working days after written notification of the test result. A job applicant will also have an opportunity to request a retest at the job applicant's expense. If a job applicant's explanation or challenge is unsatisfactory, the job applicant may contest the drug test result pursuant to rules adopted by the Department of Labor and Employment Security or the Florida Agency for Health Care Administration.

The job applicant also has the responsibility to notify the laboratory or clinic conducting the drug test of any administrative or civil action brought involving the drug test conducted by that laboratory or clinic.

The job applicant also has a right to consult the testing laboratory or clinic for technical information regarding prescription or non-prescription medication. In addition, each job applicant will be given a list prior to administration of the drug tests of the substances to be tested. All test results will remain confidential except as allowed by law. The Company will provide each job applicant with a copy of the Company's Drug and Alcohol Abuse Policy Statement prior to the administration of a drug test.

Nothing in this Notice will affect these rights provided in any collective bargaining agreement between the Company and its employees. Refusal to complete or sign this document will result in a withdrawal of any offer of employment.

Name of Company Atlantic Plumbing & Solar Engineering, Inc.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

## COMPLETE LIST OF SUBSTANCES TESTED

**The Company may test for the following substances:**

Alcohol (beer, wine, booze, liquor, etc.)

Amphetamines (speed, eve, Biphphetamine, Desoxyn, Dexedrine, etc.)

Barbiturates (phenobarbital, butabarbital, secobarbital, tuinal, amytal, etc.)

Benzodiazepine (Librium, Valium, Ativan, Azene, Clonopin, Dalmone, Diozepam, Halcion, Poxipam, Restoril, Serax, Transene, Vertron, Xanax, etc.)

Cannabinoids (marijuana, hashish, hash, hash oil, pot, joint, reefer, roach, spleaf, grass, weed, etc.)

Cocaine (coke, blow, snow, flake, crack, etc.)

Designer drugs (ecstasy, etc.)

Hallucinogens (LSD, acid, mushrooms, shrooms, etc.)

Methaqualone (Quaaludes, ludes, etc.)

Opiates (heroin, codeine, morphine, opium, Dover's powder, paregoric, parepectolin, Oxycodone, etc.)

Phencyclidine (PCP, angel dust, hog, etc.)

Propoxyphene (Darvon, Puvules, Darvon-N)

Synthetic narcotics, including methadone (dolophine, methadose, etc.)

*The Company reserves the right to expand or otherwise modify the number of types of drugs tested at any time. The Company will provide employees with sixty (60) days written notice of any expansion or modification of the drugs tested under the Company's policy.*

