

**SALEM PLUMBING SUPPLY CO. INC.  
APPLICATION FOR EMPLOYMENT**

Salem Plumbing Supply Co. is an equal opportunity/affirmative action employer. Salem Plumbing Supply Co. does not discriminate in hiring or employment on the basis of race, color, religion, creed, sex, age (as defined under applicable law), national origin, ancestry, disability or handicap (in compliance with the The Americans with Disabilities Act), or veteran status.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_

Phone # \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_

Are you under age 18?      YES \_\_\_\_\_      NO \_\_\_\_\_

If yes, give date of birth \_\_\_\_\_

Are you eligible to work in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, give your permanent resident identification number or Visa  
Classification \_\_\_\_\_

(You may be required to submit proof of your right to work in the United States prior to commencing employment.)

Position Applied For \_\_\_\_\_

Date Available \_\_\_\_\_      Salary Desired \_\_\_\_\_

Shift Desired \_\_\_\_\_

Available for Full-time \_\_\_\_\_      Part-time \_\_\_\_\_

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, give details \_\_\_\_\_

Have you been convicted of a misdemeanor in the past five years, other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, give details:

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

Note: A conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Note: An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to any inquiry herein relative to prior arrests, criminal court appearances, or convictions. An applicant for employment may answer “no record” to any inquiry herein relative to prior arrests, court appearances, and adjudication’s in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

Have you previously been employed by Salem Plumbing Supply Co.?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, when and in what position \_\_\_\_\_

Have you previously applied for employment at Salem Plumbing Supply Co.?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, when and for what position \_\_\_\_\_

EDUCATION

HIGH SCHOOL

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<u>School Name &amp; Address</u>	<u>Did you Graduate</u> YES / NO	<u>If No, Highest Grade Completed</u>	<u>Course of Study</u>	<u>Certificate or Degree</u>
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COLLEGE

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<u>School Name &amp; Address</u>	<u>Did you Graduate</u> YES / NO	<u>If No, Highest Grade Completed</u>	<u>Course of Study</u>	<u>Certificate or Degree</u>
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OTHER

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<u>School Name &amp; Address</u>	<u>Did you Graduate</u> YES / NO	<u>If No, Highest Grade Completed</u>	<u>Course of Study</u>	<u>Certificate or Degree</u>
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EMPLOYMENT HISTORY

List below your 3 (three) prior employers, beginning with your most recent.

To / From	Name and Address of Employer	Position

Final Salary	Reason for Leaving	Name of Supervisor

Describe your duties:

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To / From	Name and Address of Employer	Position

Final Salary	Reason for Leaving	Name of Supervisor

Describe your duties:

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To / From	Name and Address of Employer	Position

Final Salary	Reason for Leaving	Name of Supervisor

Describe your duties:

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Do you have any experience, skills, training, or other qualifications, which especially suit you for the work for which you have applied? YES\_\_\_\_\_ NO\_\_\_

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

List below the names of two persons, who have known you for at least one year.

<u>Name</u>	<u>Address</u>	<u>Tel. No.</u>	<u>Years of Acquaintance</u>
_____	_____	_____	_____
_____	_____	_____	_____

**DRUG TESTING & PHYSICAL EXAMINATION**

Any offer of employment is conditioned on the results of a drug screening, and medical examination if required, conducted by a physician designated by the Company. The purpose of the medical examination is solely to determine whether, with reasonable accommodation, the applicant is capable of performing the essential functions of the job, which has been offered.

Please describe any accommodations that the Company could make or perform to allow you to perform the functions of your job in a proper and safe manner \_\_\_\_\_

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**PLEASE READ BEFORE SIGNING:**

I understand that this application, the Company’s employee handbook, policies, practices, and procedures, and all other communications by the Company do not constitute or supplement any contract of employment. If I am hired, I understand that my employment is at will and may be terminated by me or by the Company at any time and for any reason. If I am hired, I understand that all benefits, policies, practices, and procedures may be changed or eliminated by the Company at any time, with or without notice. Any agreement contrary to the foregoing must be in writing and must be signed by the president of the Company.

I certify that the information included on this application form is accurate and complete. I understand that the Company may investigate my application and references, and that giving incomplete or inaccurate information may result in rejection of this application, or may result in disciplinary action and/or dismissal if discovered after employment commences. I authorize Salem Plumbing Supply Co. to check all personal and employment references and to verify all information I have included on this application form.

I have read this statement and understand it.

\_\_\_\_\_  
(Signature) DATE \_\_\_\_\_