

EMPLOYMENT APPLICATION

POSITION APPLYING FOR (check one):

PLUMBING TECH

HVAC SERVICE TECHNICIAN

OTHER(PLEASE SPECIFY):



T.E. SMITH & SON, INC.
2043 NORTHWOOD DR.
SALISBURY, MD 21801
410-749-4232
410-548-5419 (FAX)

Personal Data

First Name		Last Name		MI
Address			Date of Birth	
City	State	Zip	Phone	
Email		SS#	Driver's Lic#	

Hours Available

Have you ever been convicted of a felony? _____

If yes, please specify (minor traffic violations excluded)

NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BAR APPLICANTS FROM EMPLOYMENT.

Have you ever served in the US military _____ Branch _____

Rank _____

Duties and special training while in the military

Education

School	Name & Address	Graduate?	Degree/Major
High School			
Vocational/Trade School			
College/University			
Other Training			

List any skills, licenses, or certificates that are job related:

Employment History

EMPLOYERS	SALARY	DATES		POSITION/ DUTIES	REASON FOR LEAVING
		FROM	TO		
Name: Address: Phone#: Supervisor:					
Name: Address: Phone#: Supervisor:					
Name: Address: Phone#: Supervisor:					
Name: Address: Phone#: Supervisor:					

Have you ever been hurt on the job? _____
If yes, what happened?

Do you have any medical conditions we should be aware of? _____
If yes, please explain.

Specialty Information

What kind of experience makes you the best choice for this employment position?

Professional/Personal References – List three

Name	Address	Phone

If applicable, may we contact your present employer? _____

If hired, expected salary _____

I hereby certify that the answers given by me to the foregoing questions and statements made on this application are true and correct and understand that false or misleading statements or omissions may cause rejection of my application or result in my dismissal post-hiring. In the event of an offer of employment, I agree, if applicable, I may be asked to submit to a drug screen and understand that my employment is contingent upon satisfactory completion of the drug screen. I authorize the T.E. Smith & Son, Inc. and its agents to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, and academic institutions and T.E. Smith from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications, and suitability for employment with the T.E. Smith. I hereby authorize T.E. Smith and its agents to receive any criminal history information pertaining to me in which is permitted by law. I also understand that the T.E. Smith has the right to modify its policies without giving me any notice of the changes. I understand that I shall not become an employee of T.E. Smith until I interviewed and officially hired. In addition, if I am employed, I will comply with all rules and regulations of T.E. Smith & Son, Inc.

Signature _____

Date _____

APPLICATION WILL BE CONSIDERED CURRENT FOR 60 DAYS.

**PLEASE FAX BACK TO 410-548-5419 OR MAIL TO:
2043 NORTHWOOD DR.
SALISBURY, MD 21801**

OFFICE USE ONLY

REMARKS:

Empty box for remarks.