



Application for Employment

Please print clearly in ink and complete the entire application.

Today's Date _____

Application information

Name:

Last

First

Middle

Address:

Street

City

State

Zip Code

Email Address:

Telephone Number:

Day

Evening

Are you at least 18 years old?

yes

no

Are you legally authorized to work in the U.S.?

yes

no

(If hired you will be required to provide proof of identity and work authorization.)

How did you hear of our company?

Newspaper

Agency

Website

Other

Employee referral

Job Interest

Position applied for: _____ Shift Preference: _____

full-time

part-time

part-time days/hours preference: _____

How soon could you start? _____

Are you available to work overtime?

yes

no

Sagamore Plumbing & Heating, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Qualifications

Briefly describe the type of work for which you are best qualified. Note and details about your qualifications which should be considered. Include special skills such as machines operated, licenses, foreign languages, computer and software knowledge, etc.

What are your career objectives?

List any professional affiliations, honors and awards, publications, patents, etc. (Exclude any memberships which would reveal age, sex, race, religion, color, national origin, or disability.)



Education and/or Military Training

School Name, City and State	Major Subject(s)	Years Attended	Diploma or Degree Received	
High School			yes no Type:	
College			yes no Type:	
Graduate			yes no Type:	
Military / Other (specify)			yes no Type:	

Training Courses

Describe any relevant training programs you have completed. Include the types of training, the sources of the training, and the dates of the training.

Employee History

List all employment and include any performed on a volunteer basis which can be verified, starting with present or most recent.

If presently employed, may we contact your employer as a reference? yes no

Company Name-Address-Phone

Company 1	From:
	To:
Immediate Supervisor:	Position(s) Held
Company 2	From:
	To:
Immediate Supervisor:	Position(s) Held
Company 3	From:
	To:
Immediate Supervisor:	Position(s) Held



Licenses and Certifications

Please check off current licenses/certifications, list license/cert #

Massachusetts

Apprentice Plumber _____
Journeyman Plumber _____
Master Plumber _____
Apprentice Pipefitter _____
Journeyman Pipefitter _____
Master Pipefitter _____
Medical Gas License _____
HVAC Tech _____
Refrigeration License _____
Welder _____

New Hampshire

Apprentice Plumber _____
Journeyman Plumber _____
Master Plumber _____
Apprentice Pipefitter _____
Journeyman Pipefitter _____
Master Pipefitter _____
Medical Gas License _____
HVAC Tech _____
Refrigeration License _____
Welder _____

Rhode Island

Apprentice Plumber _____
Journeyman Plumber _____
Master Plumber _____
Apprentice Pipefitter _____
Journeyman Pipefitter _____
Master Pipefitter _____
Medical Gas License _____
HVAC Tech _____
Refrigeration License _____
Welder _____

Additional

EPA Universal
OSHA 10
OSHA 30

Other



APPLICANT NAME

PROFESSIONAL REFERENCES		
Name	Business Name	Telephone Number
1)		
Relationship		
2)		
Relationship		
3)		
Relationship		

EMPLOYMENT PHYSICAL, LIFT TEST & DRUG SCREENING AUTHORIZATION

I acknowledge that Sagamore Plumbing & Heating Inc. has informed me that it requires each job applicant, for a job in a classification that performs safety-sensitive work to submit to a preemployment physical, lift test and drug test for controlled substances and illegal drugs. I have been informed that the test will be conducted by a health facility, medical testing clinic, laboratory or physician selected and paid for by the company. I agree to submit to each examination or test which I understand must be completed prior to my first date of employment, and I hereby authorize the release and disclosure of the results to Sagamore Plumbing & Heating Inc.; I further acknowledge that any tests results which show the presence of an authorized controlled substance or illegal drug in the absence of a medically acceptable prescription, will result in the withdrawal of any offer of employment and that my employment is conditioned upon a satisfactory test result. I authorize the release to Sagamore Plumbing & Heating, Inc. of the results of any medical examination or test for controlled substances or illegal drugs and release, waive, hold harmless and covenant not to sue Sagamore Plumbing & Heating, Inc. and its officers or employees from any liability or claims arising out of the conducting of such examinations or test and the release of the results. In addition, I agree to sign any further document that may be necessary in order to permit such disclosure to the company.

Signature (Applicant)

Date

Continued on back



APPLICANTS FOR EMPLOYMENT WHO HAVE SOME TRADE UNION AFFILIATION

Sagamore Plumbing & Heating, Inc. does not discriminate against any applicant who may have an affiliation or membership in any trade union. You will be considered for employment with Sagamore on the same basis and under the same criteria as other applicants who are not members of a trade union.

However, if you are employed by Sagamore and continue your trade union membership, you may be subject to a fine for performing certain work that the union to which you belong claims as theirs. This has in fact previously happened to a Sagamore employee.

As a result of this unfortunate and unfair result, please be informed if you are offered and accept employment with Sagamore, and also continue to maintain membership in a trade union, Sagamore will not be responsible for any fines you may receive.

Read and Understood:

Signature (Applicant)

Date



Voluntary Equal Opportunity Data Record

Our Company is an equal opportunity employer. Qualified applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital, veteran status, or status as a qualified individual with a disability.

As an equal opportunity employer, we comply with all relevant government regulations and affirmative action responsibilities. Solely to help us with equal opportunity recordkeeping, reporting and other legal requirements, please fill out this Data Record. Submission of this information is voluntary.

Name: _____
Last First Middle

Please check one: Male Female Non-Binary

*Please check those categories that are applicable to you below:

Asian (Not Hispanic or Latino)

(A person having origins in any of the Original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

Hispanic or Latino

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)

Native Hawaiian or Other Pacific Islander

(Not Hispanic or Latino) (A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

American Indian or Alaska Native

(Not Hispanic or Latino) (A person having original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.)

White (Not Hispanic or Latino)

(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Black or African American (Not Hispanic or Latino)

(A person having origins in any of the black racial groups of Africa)

Two or More Races (Not Hispanic or Latino) (All persons who identify with more than one of the above five races.)

Individual with Disability

(The above term means any person who (1) has a physical or mental impairment which "substantially limits" one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment. "Substantially limits" means likely to cause difficulty in securing, retaining or advancing in employment

Veteran with a Disability

(The above term means (1) a veteran who is entitled to compensation under the laws administered by the Veterans' Administration for a disability rated at 30 percent or more, or (2) a person who was discharged or released from active duty because of a service connected disability.)

Veteran of the Vietnam Era

(The above term means an "eligible veteran" any part of whose active military, naval or air service was during the "Vietnam Era." It is a person who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service connected disability. The "Vietnam Era", according to regulations promulgated by OFCCP, appears to encompass the period between August 5, 1964 and May 7, 1975.)

Other Protected Eligible Veteran

Veterans who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge, a service medal, or an expeditionary medal has been authorized.

Newly Separated Veterans

Any veteran who served on active duty in the U.S. military ground, naval or air service during the past one-year period, beginning on the date of such veteran's discharge or release from active duty.



Statement of the Understanding

Please read the following statements; they constitute the conditions under which you would be employed by our Company should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentations or omission of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Company, my employment is for no definite term and that I can be terminated at any time with or without notice and with or without cause. I further understand that no verbal promises or guarantees are binding on the Company and that no one, other than the President of the Company, has authority to enter into an agreement for employment contrary to the above, and that any such agreement must be in writing. If employed, I agree to abide by all of the Company's rules and regulations, and any changes thereto.

I understand that a job offer may be contingent upon satisfactory results or a physical examination, lift test and/or drug screening. (Note: You will be notified if these are a requirement, and all related expenses are paid by the company.)

I give the Company permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Company.

Signature

Date

EMERGENCY CONTACTS		
Name	Address	Telephone Number
1)		
Relationship		
2)		
Relationship		

Massachusetts General Laws c.149 519B requires that the following statement be included on employment applications: "It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

Massachusetts General Laws ce151B defines "genetic information" as any written record or explanation of a genetic test of a person's family history with regard to the presence, absence or variation of a gene. A genetic test is broadly defined as "any test of DNA, RNA, mitochondrial DNA, chromosome or proteins for the purpose of identifying genes or genetic abnormalities." The law expressly excludes drug and alcohol tests from this definition, meaning that employers may continue to conduct such tests in accordance with existing legal requirements.

These new statutory provisions specifically prohibit employers from (1) terminating or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual's employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.