

Employment Application



CK Mechanical Plumbing & Heating, Inc.
153 Progress Circle
Casper, WY 82601
www.CKMechanicalPH.com

Applicant's Name (Last, First, Middle Initial):

Application Date:

Please Read Before Beginning: The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write "N/A" or "Not Applicable."

Once submitted, this document will be kept confidential and remain the property of CK Mechanical .

CK Mechanical is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.



About CK Mechanical, Inc.

CK Mechanical Plumbing and Heating, Inc was started 2004 by Kevin Maston. CK Mechanical targets the residential and commercial plumbing, heating and cooling service and market. The company does work with several custom home builders and will perform new installations for these companies.

CK Mechanical is an established plumbing, heating and cooling company with an excellent reputation for performance and as a place to work. We care about our employees, and insists that our employees care about our customers.



CK Mechanical's office hours are 7:00 a.m. to 5:00 p.m., Monday through Friday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time. Employees are compensated accordingly.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for 90 days.

Benefits

CK Mechanical offers very competitive pay and benefits. The benefits include:

- Paid Holidays after 90 days
- Vacation time can be used after one year. 40 hours after 1 year, 80 hours after 2 years, 120 hours after 5 years, 160 hours after 10 years.
- Health Insurance
- 401K
- Life Insurance
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Tool Account
- Field Service Uniforms provided
- Company Training
- External Training



Personal Data

Date _____

First Name _____ Middle Name _____ Last Name _____ Social Security Number _____

Street Address _____ City _____ State _____ Zip _____

May we contact you at your work phone?

Are you 18 years old or over?

If you are under 18, do you have a work permit?

Yes No

Yes No

Yes No

Home Phone _____ Mobile Phone _____ Work Phone _____

Have you worked for us before?

Yes No

If yes, when?

If yes, under what name?

If yes, what position(s) did you hold?

Position Desired

Type of work you are applying for:

- Laborer
- Apprentice Plumber
- Dispatch
- Plumber's Assistant
- Journeyman Plumber
- Customer Service Rep
- Sewer/Drain Technician
- Master Plumber
- Office
- Managerial

Type of schedule:

- Part-Time
- Regular
- Full-Time
- Temporary
- Days
- Seasonal (i.e., summer)
- Nights
- Any
- Weekends

Other (describe): _____

Date Available: _____

How did you select CK Mechanical (Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment, can you provide verification of your identity and legal right to work in the United States?

Yes No

Have you ever been convicted of a felony (Do not identify convictions that have been sealed, expunged, dismissed, pardoned, or otherwise eradicated)?

Yes No

If you are not a U.S. citizen, what is your visa status?

Do you have any physical limitations that may inhibit your ability to perform the tasks required of the position you are applying for?

Yes No

Are you currently on "lay off" status and subject to a recall?

Yes No



Education

School Name	Location	Years Attended	Years Completed (Circle)				Diploma Or Degree (Circle)		Major Field of Study
			9	10	11	12	Y	N	
_____	_____	_____	High School				Y	N	_____
_____	_____	_____	Trade School				Y	N	_____
_____	_____	_____	College				Y	N	_____
_____	_____	_____	Grad School				Y	N	_____
_____	_____	_____	Other				Y	N	_____

Post Graduate Training Or Certifications	Date	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Technical/Computer Skills

Office/Software <input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Quick Books Pro <input type="checkbox"/> Adobe Photoshop <input type="checkbox"/> Switchboard <input type="checkbox"/> 10-Key <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Load Calculation <input type="checkbox"/> Other: _____	Plumbing <input type="checkbox"/> Drain Cleaning <input type="checkbox"/> Septic/Pumping <input type="checkbox"/> Jetting <input type="checkbox"/> Camera <input type="checkbox"/> Pipefitting <input type="checkbox"/> Gas Wet Heating <input type="checkbox"/> Oil Wet Heating <input type="checkbox"/> Hydronic Controls <input type="checkbox"/> Sprinkler Systems <input type="checkbox"/> HVAC <input type="checkbox"/> Other: _____	HVAC <table border="0"> <tr> <td>Service</td> <td>Install</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Air Conditioning</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Air Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Air to Air Heat Pump</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Gas Warm Air Heating</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Oil Warm Air Heating</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Hydronic Gas Heating</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Hydronic Oil Heating</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Light Refrigeration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Commercial Refrigeration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Chillers</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Control Systems</td> </tr> </table>	Service	Install		<input type="checkbox"/>	<input type="checkbox"/>	Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	Air Distribution	<input type="checkbox"/>	<input type="checkbox"/>	Air to Air Heat Pump	<input type="checkbox"/>	<input type="checkbox"/>	Gas Warm Air Heating	<input type="checkbox"/>	<input type="checkbox"/>	Oil Warm Air Heating	<input type="checkbox"/>	<input type="checkbox"/>	Hydronic Gas Heating	<input type="checkbox"/>	<input type="checkbox"/>	Hydronic Oil Heating	<input type="checkbox"/>	<input type="checkbox"/>	Light Refrigeration	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Refrigeration	<input type="checkbox"/>	<input type="checkbox"/>	Chillers	<input type="checkbox"/>	<input type="checkbox"/>	Control Systems	Job Skills <input type="checkbox"/> Brazing <input type="checkbox"/> Welding <input type="checkbox"/> Electrical <input type="checkbox"/> Backhoe/Trencher <input type="checkbox"/> Carpentry <input type="checkbox"/> Other: _____ Licenses <input type="checkbox"/> Plumbing Journeyman <input type="checkbox"/> Master Plumber <input type="checkbox"/> HVAC Contractor <input type="checkbox"/> Electrical <input type="checkbox"/> Other: _____
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Work History

Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Pay Rate/Salary		Ending Pay Rate/Salary	
Employer Address		Telephone Number, Including Area Code	
Job Duties/Work Performed			

Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
Starting Pay Rate/Salary		Ending Pay Rate/Salary	
Telephone Number, Including Area Code		Job Duties/Work Performed	

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Starting Pay Rate/Salary		Ending Pay Rate/Salary	
Telephone Number, Including Area Code		Job Duties/Work Performed	



References

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

1.

Name

Phone Number, Including Area Code

Address

How Acquainted

2.

Name

Phone Number, Including Area Code

Address

How Acquainted

Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

1.

Name

Phone Number, Including Area Code

Address

How Acquainted

2.

Name

Phone Number, Including Area Code

Address

How Acquainted

Emergency Contact

Name

Relationship

Address

Phone Number, Including Area Code

City

State

Zip



Driving Information

Only applicants for plumbing/technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver's license?

Yes No

State

License

Expiration Date

Has your driver's license ever been suspended for any reason?

Yes No

If Yes, Please Explain

Do you have personal automobile insurance?

Yes No

Insurance Company

Has your personal automobile insurance ever been cancelled?

Yes No

If Yes, Please Explain

List all moving traffic violations from the past five years.

Offense	Date	Location
Offense	Date	Location
Offense	Date	Location
Offense	Date	Location
Offense	Date	Location

Work Availability

Do you have any objections to working overtime?

Yes No

Do you have any objections to being on call?

Yes No

If needed, would you be able to work overtime with little notice?

Yes No

Can you work on Saturday?

Yes No

Can you work on Sunday?

Yes No



Supplemental Information

Please describe any additional training, qualifications, or other factors we should be aware of.

How do you feel you can contribute to the CK Mechanical team?

Why do you want to work at CK Mechanical?



Applicant's Statement

By signing this application, I agree to the following:

Acknowledge By
Initialing

I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

Acknowledge By
Initialing

I understand that nothing in this employment application, nor anything said to me by any representative of CK Mechanical Plumbing and Heating, Inc. during the interview process or afterwards shall constitute a contract of employment or other employment rights.

Acknowledge By
Initialing

I authorize CK Mechanical Plumbing and Heating, Inc. to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide CK Mechanical Plumbing and Heating, Inc. with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

Acknowledge By
Initialing

If hired, I authorize CK Mechanical Plumbing and Heating, Inc. to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that CK Mechanical Plumbing and Heating, Inc. at its sole discretion deems appropriate.

Acknowledge By
Initialing

If I am employed by CK Mechanical Plumbing and Heating, Inc. I agree to conform to CK Mechanical Plumbing and Heating, Inc. rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by CK Mechanical Plumbing and Heating, Inc. at any time, without prior notice, at the sole discretion of CK Mechanical Plumbing and Heating, Inc. management. I agree to conform to any changes in CK Mechanical Plumbing and Heating, Inc. rules, regulations, and policies.

Acknowledge By
Initialing

If employed by CK Mechanical Plumbing and Heating, Inc., I acknowledge that my employment is completely "at will." My employment with CK Mechanical Plumbing and Heating, Inc. may be terminated with or without cause, at any time, by me or by CK Mechanical Plumbing and Heating, Inc.

Acknowledge By
Initialing

I acknowledge that no representative or employee of CK Mechanical Plumbing and Heating, Inc. has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

Acknowledge By
Initialing

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of CK Mechanical Plumbing and Heating, Inc.

Signature

Date