

# Pend Oreille Mechanical

1207 DOVER HIGHWAY  
 P.O. BOX 929  
 SANDPOINT, IDAHO 83864  
 humanresources@pomechanical.com

## Application for Employment

*We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, national origin or disability.*

**\*\*APPLICATION IS KEPT ON FILE FOR 30 DAYS\*\***

### SECTION I. APPLICATION INFORMATION

NAME (LAST, FIRST MIDDLE)	SOCIAL SECURITY NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE)	PHONE NUMBER
POSITION APPLYING FOR	DESIRED SALARY
TYPE OF EMPLOYMENT DESIRED	DATE AVAILABLE FOR WORK

Can you work overtime?  Yes  No

Can you travel if your position requires it?  Yes  No

Have you ever applied with this company before?  Yes  No

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No  Not Applicable

Are you applying for a position which requires you to drive a company vehicle?  Yes  No

Are you legally authorized to work in the United States?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Position: \_\_\_\_\_ Date: \_\_\_\_\_

License: \_\_\_\_\_ State: \_\_\_\_\_

*Note: Individuals applying for a position for which they are required to drive a vehicle must submit to a vehicle and driving background check.*

*Note: Proof of eligibility for employment will be required as a condition of employment.*

*Note: Conviction of a felony will not necessarily disqualify a person for employment. Do not include sealed or expunged convictions.*

If you answered yes to the question above, please explain: \_\_\_\_\_

### SECTION II. EMPLOYMENT HISTORY

MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER (LIST MOST RECENT FIRST)	POSITION/DUTIES	SALARY	SUPERVISOR NAME AND PHONE NUMBER	REASON FOR LEAVING
FROM			STARTING		
TO			ENDING		
FROM			STARTING		
TO			ENDING		
FROM			STARTING		
TO			ENDING		
FROM			STARTING		
TO			ENDING		

May we contact your previous employer?  Yes  No

### SECTION III. REFERENCES

NAME / TITLE	BUSINESS	ADDRESS AND PHONE NUMBER	RELATIONSHIP	YRS. ACQUAINTED

### SECTION IV. EDUCATION / SKILLS

TYPE	NAME AND LOCATION OF INSTITUTION	YR. COMPLETED	SUBJECTS STUDIED / DEGREE(S) EARNED
HIGH SCHOOL		① ② ③ ④	
COLLEGE		① ② ③ ④	
VOCATIONAL / TRADE SCHOOL		① ② ③ ④	

List any other skills, licenses, certificates or distinctions that you hold. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION V. HOW DID YOU HEAR ABOUT OUR COMPANY?

- Advertisement       Web Site       Employee Referral      Name: \_\_\_\_\_  
 School       Phone Inquiry       Agency      Name: \_\_\_\_\_  
 Other: \_\_\_\_\_

### SECTION VI. CERTIFICATION AND AUTHORIZATION

I certify that the information and answers given by me on this application (and accompanying resume, if applicable) as well as any other information furnished by me in connection with my application for employment are truthful, accurate, and complete to the best of my knowledge and I that I have withheld nothing that, if disclosed, would affect this application unfavorably. I authorize Pend Oreille Mechanical and its representative to make any inquiry or investigation that it may deem desirable pertaining to the answers, information and references given by me, and to secure additional job-related information about me. I authorize my present employer, if any, and each of my prior employers to provide any such information regarding my employment and its termination from the Company. I release from liability the Company and its representatives for seeking such information, and all other persons, corporations, or organizations for furnishing such information.

I understand that any misrepresentation, inaccuracy or omission made by me in connection with this application may disqualify me for employment by Pend Oreille Mechanical and may subject me to discharge if it discovered after I have been employed by Pend Oreille Mechanical. I ALSO UNDERSTAND THAT, IF HIRED, I WILL BE AN EMPLOYEE AT-WILL AND WILL BE FREE TO RESIGN AT ANY TIME, AND THAT PEND OREILLE MECHANICAL LIKEWISE IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I FURTHER UNDERSTAND THAT NEITHER THIS APPLICATION, NOR ANY OTHER COMMUNICATION FROM THE COMPANY IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT AND THAT NO REPRESENTATIVE OTHER THAN THE PRESIDENT HAD THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE