

**APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

**PALMETTO AUTOMATIC SPRINKLER CO., INC.**



Charleston • Columbia • Atlanta

*Each inquiry must be answered in full. Incomplete applications will not be considered.*

**PERSONAL INFORMATION**

Last Name		First Name		Middle Name	
Email Address					
Present Address		How long have you lived there: Years		Months	
Number and Street		City		State	Zip Code
Previous Address:		How long did you live there: Years		Months	
Number and Street		City		State	Zip Code
Telephone Number(s)					
Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No					
If hired, can you provide proof that you are legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If not, what steps must be taken for you to obtain authorization?					

Position Desired:

\_\_\_\_\_

*(Separate Applications are Required for Each Position Sought)*

Availability: *(Insert hours of availability)*

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

Shift Desired: \_\_\_\_\_ Rate of Pay Sought: \_\_\_\_\_

Placement Desired:  Full-Time  Part-Time  Temporary

Are you currently employed?  Yes  No

When are you available to start work? \_\_\_\_\_



## CURRENT AND PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with current or last employer listed first. Include all employers for the last 10 years or the most recent 3 employers, whichever is a longer period of time. Include part-time, seasonal and all other employment. If you need more space, use a separate sheet of paper. **DO NOT ANSWER "SEE RESUME."** Resumes will not be accepted in lieu of a completed application.

I. Current or Last Employer		Job Title	
Address: Number and Street		City	State      Zip Code
Telephone Number(s)			
Supervisor's Name		Supervisor's Job Title	
Reason for Leaving			
Date Hired		Last Employed	Date
Describe Your Job Duties:			
Starting Pay Rate		Ending Pay Rate	
II. Employer		Job Title	
Address: Number and Street		City	State      Zip Code
Telephone Number(s)			
Supervisor's Name		Supervisor's Job Title	
Reason for Leaving			
Date Hired		Last Employed	Date
Describe Your Job Duties:			
Starting Pay Rate		Ending Pay Rate	

*Each inquiry must be answered in full. Incomplete applications will not be considered.*



<b>III. Employer</b>		<b>Job Title</b>	
<b>Address: Number and Street</b>		<b>City</b>	<b>State</b>
<b>Telephone Number(s)</b>			
<b>Supervisor's Name</b>		<b>Supervisor's Job Title</b>	
<b>Reason for Leaving</b>			
<b>Date Hired</b>		<b>Last Date Employed</b>	
<b>Describe Your Job Duties:</b>			
<b>Starting Pay Rate</b>		<b>Ending Pay Rate</b>	

Have you ever been terminated or asked to resign from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain circumstances (use a separate sheet of paper if necessary):

May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:

Have you ever worked for this Company or a related entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give dates, position(s), and location(s) worked:

Do you have any friends or relatives working here or for a related entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide their name(s), relationship to you, and location where they work:

How were you referred to us?

If hired, do you have commitments to another employer that may affect your employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:



**EDUCATIONAL BACKGROUND**

Education	Years Completed (Circle)	Degree Earned (Yes or No)	School Name & Location (City, State)	Course of Study	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12				
College/ University	1 2 3 4				
Graduate/ Professional	1 2 3 4				
Trade or Correspondence					

**OTHER RELEVANT EXPERIENCE**

Describe other experience you have that is relevant to the job for which you are applying or list any job-related designations, certifications or courses completed that may be applicable to the position desired:

**REFERENCES**

List the Name, Location (city & state), and Phone Number for Three Personal or Professional References
1.
2.
3.





## **APPLICANT'S STATEMENT AND ACKNOWLEDGMENTS**

I understand that the Company is committed to providing equal opportunity in all employment practices, including, but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, citizenship status, or any other category protected by federal, state, or local law.

I authorize the Company to inquire with any current or former employers, professional, work, educational and personal references listed in the application, or any other individuals I may name concerning my work experience. I further authorize the Company to conduct background investigations to include criminal background checks, motor vehicle reports, and other consumer reports that may contain pertinent information related to my candidacy for the position desired. I understand the Company complies with the Fair Credit Reporting Act ("FCRA") and that should employment be denied based upon my background report(s), that I will be provided with a copy the relevant report, applicable eligibility standards, and a Summary of Rights Under the FCRA.

I understand that the Company reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to beginning employment or anytime during employment.

I understand that this employment application and any other Company documents provided during the application process are not promises of employment.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Company's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I understand this application will be considered active for a maximum of thirty (30) days. If I wish to be considered for employment after that time, I understand that I must reapply. I further understand that separate applications are required for each position for which I wish to be considered.

### **DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS**

Date	Applicant's Signature