

SPANGLER & BOYER MECHANICAL, INC.

APPLICATION FOR EMPLOYMENT

5175 Commerce Drive • York, PA 17408-9511

Phone: (717) 792-8854 Fax: (717) 792-6608

Date of Application: _____

Spangler & Boyer Mechanical, Inc. is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of legally protected characteristics.

Please complete all applicable sections of this application. The information provided will be used to evaluate your qualifications and determine the positions for which you may be considered.

1. POSITION & DIVISION

Position Applied For: _____

Primary Trade / Area of Interest:

- ☐ Plumbing
- ☐ HVAC
- ☐ Both Plumbing & HVAC
- ☐ General / Entry-Level / Apprentice

Division of Interest:

- ☐ Commercial Plumbing & HVAC Installation
- ☐ Commercial Plumbing & HVAC Service & Repair
- ☐ Either / Open to Both

Employment Desired:

- ☐ Full-Time
- ☐ Part-Time
- ☐ Temporary / Seasonal

Desired Hourly Rate / Salary: \$_____

Earliest Available Start Date: _____

How did you hear about Spangler & Boyer Mechanical?

- | | |
|--|--|
| ☐ Employee Referral | ☐ School / Trade Program |
| ☐ Indeed | ☐ Job Fair / Career Event |
| ☐ Company Website | ☐ Other: _____ |
| ☐ Social Media | |

If referred by an employee, please provide their name:

2. APPLICANT INFORMATION

Full Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Have you ever used another name under which you attended school or were employed?

☐ No ☐ Yes — Name(s): _____

Are you legally authorized to work in the United States?

☐ Yes ☐ No

If employed, you will be required to provide documentation establishing identity and authorization to work as required by federal law.

Have you previously applied for employment with Spangler & Boyer Mechanical, Inc.?

☐ No ☐ Yes

If yes, when and for what position?

Have you previously been employed by Spangler & Boyer Mechanical, Inc.?

☐ No ☐ Yes

If yes, dates and position:

Do you have any relatives currently or formerly employed by Spangler & Boyer Mechanical, Inc.?

☐ No ☐ Yes

Name and relationship:

Driving Record: If this position requires driving a company vehicle or operating a vehicle for company business, please indicate whether you have had any driver's license suspensions or revocations, or any serious or repeated moving violations within the past three (3) years. If yes, please briefly explain.

☐ No ☐ Yes

If yes, please explain:

3. TRADE EXPERIENCE & SKILLS

This section is for applicants with experience as well as applicants who are new to the trade.

Please check the box that best describes your current level of experience. It is okay to have little or no experience. We are interested in understanding what you already know and where you may need training.

Experience Levels:

No Experience — I have not performed this work.

Some Experience — I have been exposed to or have limited experience with this work.

Working Knowledge — I can perform this work with limited supervision.

Experienced — I am comfortable performing this work independently.

Plumbing:

SKILL / AREA	NO EXPERIENCE	SOME EXPERIENCE	WORKING KNOWLEDGE	EXPERIENCED
COMMERCIAL PLUMBING	☐	☐	☐	☐
NEW CONSTRUCTION	☐	☐	☐	☐
RENOVATIONS / REMODELING	☐	☐	☐	☐
UNDERGROUND PLUMBING	☐	☐	☐	☐
ABOVE-GROUND PIPING	☐	☐	☐	☐
PLUMBING ROUGH-IN	☐	☐	☐	☐
FIXTURES / FINISH WORK	☐	☐	☐	☐
PLUMBING SERVICE / REPAIR	☐	☐	☐	☐
DRAIN CLEANING	☐	☐	☐	☐
WATER HEATERS	☐	☐	☐	☐
PUMPS / PLUMBING EQUIPMENT	☐	☐	☐	☐
READING PLUMBING DRAWINGS	☐	☐	☐	☐

HVAC:

SKILL / AREA	NO EXPERIENCE	SOME EXPERIENCE	WORKING KNOWLEDGE	EXPERIENCED
COMMERCIAL HVAC	☐	☐	☐	☐
NEW CONSTRUCTION	☐	☐	☐	☐
HVAC INSTALLATION	☐	☐	☐	☐
HVAC SERVICE / REPAIR	☐	☐	☐	☐
ROOFTOP UNITS	☐	☐	☐	☐
SPLIT SYSTEMS	☐	☐	☐	☐
VRV/VRF	☐	☐	☐	☐
CHILLERS	☐	☐	☐	☐
BOILERS	☐	☐	☐	☐
HYDRONIC PIPING	☐	☐	☐	☐
REFRIGERATION	☐	☐	☐	☐
SHEET METAL / DUCTWORK	☐	☐	☐	☐
HVAC CONTROLS	☐	☐	☐	☐
ELECTRICAL TROUBLESHOOTING	☐	☐	☐	☐
REFRIGERANT CHARGING / RECOVERY	☐	☐	☐	☐
EQUIPMENT STARTUP	☐	☐	☐	☐
READING HVAC DRAWINGS	☐	☐	☐	☐

General Mechanical / Construction Skills:

SKILL / AREA	NO EXPERIENCE	SOME EXPERIENCE	WORKING KNOWLEDGE	EXPERIENCED
READING BLUEPRINTS / DRAWINGS	☐	☐	☐	☐
MEASURING / LAYOUT	☐	☐	☐	☐
USING HAND TOOLS	☐	☐	☐	☐
USING POWER TOOLS	☐	☐	☐	☐
MATERIAL HANDLING	☐	☐	☐	☐
CONSTRUCTION / JOBSITE EXPERIENCE	☐	☐	☐	☐
EQUIPMENT OPERATION	☐	☐	☐	☐
WORKING FROM WRITTEN INSTRUCTIONS	☐	☐	☐	☐
WORKING AS PART OF A CREW	☐	☐	☐	☐
WORKING INDEPENDENTLY	☐	☐	☐	☐
LEADING OR TRAINING OTHERS	☐	☐	☐	☐

If you have little or no trade experience, please tell us about any hands-on experience, hobbies, school programs, training, or other skills that you believe would help you succeed in this type of work.

4. TRAINING, EDUCATION & OTHER RELEVANT EXPERIENCE**High School / GED:** _____**Years Attended:** _____ **Graduated:** ☐ Yes ☐ No
-----**Trade / Technical School:** _____**Program / Area of Study:** _____**Years Attended:** _____ **Completed:** ☐ Yes ☐ No
-----**College / Other Education:** _____**Program / Area of Study:** _____**Years Attended:** _____ **Completed:** ☐ Yes ☐ No
-----**Other Training or Experience:**

Check any that apply:

- | | | |
|---|---|--|
| ☐ Apprenticeship | ☐ Construction experience | ☐ Warehouse / material handling |
| ☐ Trade school / technical training | ☐ Building maintenance | ☐ Farm / agricultural equipment |
| ☐ High school CTE / vocational program | ☐ Property maintenance | ☐ Home improvement / DIY |
| ☐ Military _____ | ☐ Automotive / mechanical experience | ☐ Equipment operation |
| | ☐ Manufacturing | ☐ Other hands-on experience |

Please describe any other training or experience that you feel is relevant:

What skills or qualities do you believe you would bring to this position?

5. LICENSES & CERTIFICATIONS

List any current licenses or certifications. **If you do not have any, simply check "None."**

☐ None

Driver's License

State: _____ Class: _____ Expiration: _____

Plumbing License

State: _____ Type: _____ Expiration: _____

OSHA 10: ☐ No ☐ Yes

OSHA 30: ☐ No ☐ Yes

First Aid: ☐ No ☐ Yes Expiration: _____ **CPR:** ☐ No ☐ Yes Expiration: _____

Backflow Certification: ☐ No ☐ Yes Expiration: _____

Other License / Certifications:

6. TOOLS, EQUIPMENT & DRIVING EXPERIENCE

Check any equipment you have experience operating:

☐ Forklift

☐ Telehandler

☐ Excavator

☐ Dump Truck

☐ Skid Steer

☐ Trailer / Equipment Hauling

☐ Scissor Lift

☐ Other: _____

☐ Boom Lift

Do you have reliable transportation to and from work and job sites?

☐ Yes ☐ No

Have you operated a company or commercial vehicle as part of your employment?

☐ No ☐ Yes

If yes, please describe: _____

7. EMPLOYMENT HISTORY

Please list your employment history for the last five years, beginning with your current or most recent employer.

Current / Most Recent Employer

Company: _____

Address: _____

Phone: _____

Position / Job Title: _____

Dates Employed: From _____ To _____

Starting Wage: \$ _____ Ending Wage: \$ _____

Supervisor / Manager: _____

Brief Description of Responsibilities:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Previous Employer

Company: _____

Address: _____

Phone: _____

Position / Job Title: _____

Dates Employed: From _____ To _____

Starting Wage: \$ _____ Ending Wage: \$ _____

Supervisor / Manager: _____

Brief Description of Responsibilities:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Previous Employer

Company: _____

Address: _____

Phone: _____

Position / Job Title: _____

Dates Employed: From _____ To _____

Starting Wage: \$ _____ **Ending Wage:** \$ _____

Supervisor / Manager: _____

Brief Description of Responsibilities:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Additional Employment / Experience

Please use this space for additional employment, self-employment, school, apprenticeship, volunteer work, or an explanation of gaps in employment.

8. WORK AVAILABILITY

Are you willing to work overtime when required?

☐ Yes ☐ No

Are you willing to work occasional Saturdays when required?

☐ Yes ☐ No

Are you willing to work occasional Sundays or emergency work/on-call when required by the position?

☐ Yes ☐ No

Are you willing to travel to different jobsites as required?

☐ Yes ☐ No

Are you willing to work outside your normal hours when project or service requirements make it necessary?

☐ Yes ☐ No

Are you able to perform the essential physical requirements of the position, with or without reasonable accommodation?

☐ Yes ☐ No

Are you comfortable working in typical commercial construction and service environments, including ladders, lifts, unfinished buildings, mechanical rooms, and varying weather conditions?

☐ Yes ☐ No

9. PROFESSIONAL REFERENCES

Please provide three references who are familiar with your character, reliability, work ethic, skills, or performance. **Do not list relatives or former employers.**

Reference 1

Name: _____

Occupation / Position: _____

Company: _____

Years Known: _____

Phone: _____

Relationship: _____

Reference 2

Name: _____

Occupation / Position: _____

Company: _____

Years Known: _____

Phone: _____

Relationship: _____

Reference 3

Name: _____

Occupation / Position: _____

Company: _____

Years Known: _____

Phone: _____

Relationship: _____

IMPORTANT AUTHORIZATION & UNDERSTANDING

Please read the following carefully before signing.

1. Completeness and Accuracy

I represent that all information provided by me in this application and throughout the employment process is true and complete to the best of my knowledge. I understand that any false, incomplete, or misleading information may result in disqualification from employment or, if employed, termination of employment.

2. Authorization to Verify Information

I authorize Spangler & Boyer Mechanical, Inc. to verify information provided during the application and hiring process, including employment history, education, licenses, certifications, qualifications, and other information relevant to my employment. I authorize appropriate individuals, companies, institutions, or agencies to provide information requested by the Company, to the extent permitted by law.

I understand that a photocopy or electronic reproduction of this authorization may be relied upon as if it were the original.

3. Employment at Will

I understand that, if employed, my employment with Spangler & Boyer Mechanical, Inc. will be **at will**. This means that either the employee or the Company may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

4. No Employment Contract

I understand that this application and any other Company documents, policies, procedures, or oral statements do not create an employment contract or guarantee employment for any specific period of time. No person other than the President of the Company, acting in writing, has authority to enter into an agreement that changes the at-will nature of employment.

5. Company Benefits

I understand that employee benefits are subject to the terms of the applicable benefit plans and that the Company reserves the right to modify, change, suspend, or discontinue benefit programs in accordance with applicable law and plan terms.

6. Drug and Alcohol Testing

I understand that, where permitted by law and consistent with Company policy, drug and alcohol testing may be required as part of the hiring process and/or during employment. I understand that employment may be conditioned upon satisfactory completion of any required testing and that I may be required to participate in testing as a condition of continued employment.

7. Safety Requirements

If employed, I agree to comply with all Spangler & Boyer Mechanical, Inc. safety policies, procedures, PPE requirements, and jobsite rules. I agree to properly use protective clothing, equipment, and devices required by the Company and to perform my work in a safe and responsible manner.

8. Applicant Acknowledgment

I certify that I have read and understand this application and the Important Authorization & Understanding section. I have had an opportunity to ask questions regarding the information contained in this application.

I understand that submission of this application does not guarantee an interview or employment.

Applicant Signature: _____

Date: _____

FOR COMPANY USE ONLY

Interview Date: _____

Interviewer: _____

Position Considered: _____

Division:

☐ Installation / Construction

☐ Service & Repair

☐ Other: _____

Trade:

☐ Plumbing

☐ HVAC

☐ Both

☐ Entry-Level / Apprentice

Starting Rate: \$ _____

Start Date: _____

Additional Notes:

Hiring Decision:

☐ Hire ☐ Do Not Hire ☐ Hold / Further Review

Approved By: _____

Date: _____