



93 E County Road 200 N
 Rockport, IN 47635
 (812) 649-9820 ~ Office
 (812) 649-9809 ~ Fax

Sceptre Mechanical is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. If you feel you have been unfairly treated or discriminated against, please make your concerns known to a member of management so that they may be addressed. SCEPTRE MECHANICAL PARTICIPATES IN E-VERIFY

Email to HR@SceptreMech.com

EMPLOYMENT APPLICATION – PLEASE PRINT

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Position Applied For	Desired Salary	
Some positions require travel. Are you willing to travel? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a crime that has not been expunged by court? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			
Do you have a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain			
Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain			

EDUCATION	
High School	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references- please do not list friends or relatives</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Explain any gaps in work history			
Have you ever been asked to resign from a job?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, explain			

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS

DISCLAIMER AND SIGNATURE		
<p>I certify that the information provided in the attached application is true and complete. I authorize an investigation of all statements contained in my application for employment and understand that any false or misleading statements or material omissions are cause for refusal to hire or separation of employment, if employed. I hereby authorize former and present employers, except as I have otherwise indicated in writing, as well as physicians, medical personnel, criminal record check personnel, references and others to provide or verify any information they have regarding me or my employment with them to Sceptre Mechanical, Inc. (hereinafter called "Sceptre") or its representative and release them from any liability arising from the furnishing of any employment history or medical information to the company.</p> <p>According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable timeframe established within the sole discretion of Sceptre. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.</p> <p>I understand that the needs of Sceptre may require that I be assigned increased hours, decreased hours, shift work, overtime work, weekend work, rotation shifts or other work schedule arrangements or changes in my work schedule or hours as a condition of employment with Sceptre.</p> <p>I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Sceptre. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will, and that either I or Sceptre may terminate my employment at any time with or without notice or cause. My employment or offer of employment establishes no guarantee or promise of continued employment or set hours of work or any other obligation on the part of Sceptre beyond pay for actual work performed at the agreed upon rate.</p>		
<table border="1"> <tr> <td>Signature</td> <td>Date</td> </tr> </table>	Signature	Date
Signature	Date	