



100 EFIRD CIRCLE – POLKTON – NORTH CAROLINA 28135  
(704) 272-7646 - WWW.PROCESS-MECHANICAL.COM

**APPLICATION FOR EMPLOYMENT**

Process Mechanical Piping & Erection, Inc. considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Our company desires to conduct business with the highest possible degree of safety and efficiency. If you are extended an offer of employment, it will be contingent upon successful completion of a drug screening test, reference checks, and a background investigation.

**PLEASE PRINT**

<b>PERSONAL INFORMATION Complete all blanks. Incomplete applications will not be considered.</b>			
Name (Last, First, Middle):		Social Security Number (LAST 4):	
Address:	City:	State:	ZIP:
Home Phone:	Business Phone:	Other:	

<b>EMPLOYMENT INFORMATION</b>			
Position(s) Applied For:		Date of Application:	
Work Availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Only <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Any Shift			
Date you can start:	Current Pay Rate:	Desired Pay Rate:	
	\$            per	\$            per	

<b>GENERAL INFORMATION Complete all blanks. Incomplete applications will not be considered.</b>	
Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No   Dates _____	Can you furnish proof of eligibility to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you will be required to submit proof of age and a youth employment certificate.)	Do you have a dependable means of transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
WERE YOU REFERRED TO US BY A CURRENT EMPLOYEE OF PROCESS MECHANICAL PIPING? <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, PLEASE PRINT EMPLOYEE'S NAME: _____	

**BACKGROUND INFORMATION Giving false or incomplete information will be considered sufficient cause for denial of employment or immediate dismissal.**

Have you ever been convicted of any law violation? Yes No

(If yes, list particulars. Include any plea of guilty or no contest. Include DWI/DUI violations. This will not necessarily disqualify an applicant from employment.)

Do you have a valid driver's license? Yes No

Driver's license #:

Class:

State:

Have you had your license suspended or revoked within the last seven years? Yes No

(If yes, please explain.)

**EDUCATION AND SKILLS**

Name of School	Location (City & State)	# of years completed	Graduate Yes/No	Type of Degree	Major/Program
HIGH SCHOOL					
TECHNICAL SCHOOL					
COLLEGE					
GRADUATE SCHOOL					
OTHER					

Additional job-related seminars, short courses or workshops:

**SPECIAL SKILLS, ADDITIONAL INFORMATION**

Special skills or training not listed above:

<b>MILITARY STATUS</b>		
Branch:	Dates of Service: From                      To	Special schools and/or special training:
Duties:		
Reserve Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> No Obligation <input type="checkbox"/> National Guard		

<b>EMPLOYMENT HISTORY All sections must be completed. List former employers starting with current or most recent one first. Explain breaks in employment.</b>		
1) Present or Most Recent Employer:	Type of Business:	Phone: (    )
Address:	Date Employed (month/year)	Date Left (month/year)
Title and duties:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time Hours per week:
Supervisor's Name and Title:	Supervisor's Phone: (    )	May we check reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:	Starting Salary: \$        per (hour/week/month/year)	Final Salary: \$        per (hour/week/month/year)
2) Former Employer:	Type of Business:	Phone: (    )
Address:	Date Employed (month/year)	Date Left (month/year)
Title and duties:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time Hours per week:
Supervisor's Name and Title:	Supervisor's Phone: (    )	May we check reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:	Starting Salary: \$        per (hour/week/month/year)	Final Salary: \$        per (hour/week/month/year)
3) Former Employer:	Type of Business:	Phone: (    )
Address:	Date Employed (month/year)	Date Left (month/year)
Title and duties:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time Hours per week:
Supervisor's Name and Title:	Supervisor's Phone: (    )	May we check reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:	Starting Salary: \$        per (hour/week/month/year)	Final Salary: \$        per (hour/week/month/year)
4) Former Employer:	Type of Business:	Phone: (    )
Address:	Date Employed (month/year)	Date Left (month/year)
Title and duties:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time Hours per week:
Supervisor's Name and Title:	Supervisor's Phone: (    )	May we check reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:	Starting Salary: \$        per (hour/week/month/year)	Final Salary: \$        per (hour/week/month/year)

**REFERENCES Minimum of 3 - Do not list relatives.**

1) Name and title:	Phone#: (       )
Address:	
2) Name and title:	Phone#: (       )
Address:	
3) Name and title:	Phone#: (       )
Address:	
4) Name and title:	Phone#: (       )
Address:	

**PROCESS MECHANICAL PIPING & ERECTION, INC.  
JOB SPECIFICATIONS**

**GENERAL REQUIREMENTS:** For each position listed below, you must have the ability to climb ladders, frequently lift, push, or pull heavy materials ranging from 5-150 pounds, bend, squat, work from scaffolding (and other OSHA approved working surfaces), have knowledge of blueprint reading, and the ability to work with minimum supervision. Each employee will need to provide certain tools required for the trade.

**PIPE FITTER/HELPER:**

- Ability to fit all screw and welded pipe
- Ability to be equipped with and use required hand tools
- Ability to use measuring devices related to doing piping work

**PIPE WELDER:**

- Ability to do above Pipe Fitter/Helper requirements
- Ability to fit and weld all ferrous and non-ferrous metals using machines available

**SHEET METAL MECHANIC/HELPER:**

- (Shop) Ability to measure, shear, and form metal
- (Field) Ability to assemble and install ductwork
- Ability to be equipped with and use required hand tools
- Ability to use measuring devices related to doing sheet metal work

**TRUCK DRIVER:**

- Must have a valid North Carolina or South Carolina driver's license
- Must not have more than 2 points on license at any given time.

Please be advised that any misrepresentation as to your physical condition can result in a denial of our workers' compensation benefits, and/or result in dismissal.

Knowing these physical requirements for the job, as listed above, do you foresee any reason that you would not be able to meet these requirements on a daily basis?  Yes  No

If YES, please explain.

Can you work overtime on a short notice basis?  Yes  No

<b>Applicant Signature:</b>	<b>Date:</b>

### **MOTOR VEHICLE BACKGROUND CHECKS**

Due to insurance requirements and safety concerns, Process Mechanical Piping & Erection, Inc. has a Annual Motor Vehicle Background Checks policy in place for all current and future employees. This search will check employee, or potential employee, Motor Vehicle Records (MVR) for any and all violations within a 3-year period. Results will be evaluated using a guideline provided by the insurance carrier. An employee or potential employee with a grade of Borderline or Poor may not be insurable by our insurance carrier. If driving a company vehicle is a required part of the employee's position at Process Mechanical Piping, the inability to be insured could jeopardize employment.

Please sign and date the Consent for Motor Vehicle Background Check below.

I do hereby give Process Mechanical Piping & Erection, Inc. my consent to run a "Vehicle Background Check" and receive my driving record as per the company's Policy. I understand all results will be held in strictest confidence and reported to PMPE staff only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date