



**nt Application**

**Christian Brothers Mechanical, LLC.**  
**585 Factory Shoals Rd.**  
**Austell, GA 30168 (404)607-9900**  
**www.christianbrothersmechanical.com**

Applicants Name (Last, First, Middle Initial): \_\_\_\_\_

**Please Read Before Beginning:** The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write N/A or Not Applicable.

Once submitted, this document will be kept confidential and remain the property of Christian Brothers Mechanical, LLC.

Christian Brothers Mechanical, LLC. is committed to a policy of equal employment opportunity. We will not discriminate based on race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally pro-

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## **y Information**

Application Date: \_\_\_\_\_

Christian Brothers Mechanical, LLC. targets the residential and light commercial service and replacement markets. The company does work with several custom home builders and will perform new installations for these companies.

Christian Brothers Mechanical, LLC. is a contracting company with an excellent reputation for performance and as a place to work. The company cares about employees and insists that employees care about customers.

Christian Brothers Mechanical, LLC. s office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Standard service hours are from 7:00 a.m. to 7:00 p.m. Monday through Saturday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time. Employees are compensated accordingly.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for \_\_\_\_ days.

## Benefits

Christian Brothers Mechanical, Inc. offers very competitive pay and benefits.

The benefits include the following checked items and may not be effective immediately:

- Paid Holidays (\_\_\_\_\_per year)
- Paid Personal Time Off (\_\_\_\_\_days for every month worked during the Year 1 through 5, \_\_\_\_\_days for every month worked after 5 years)
- Social Security
- 401k matching up to 3%
- Workman s Compensation Insurance
- Employee Suggestion Program
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage (CBM Business Purposes Only)
- Field Service Safety Awards
- Field Service Tool Allowance
- Field Service Uniform Allowance
- Company Training
- External Training

# Personal Data

Date

First Name

Middle Name

Last Name

Social Security Number

Street Address

City

State

Zip

May we contact  
you at your work  
phone?

Are you 18 years  
old or over?

If you are under  
18, do you have a  
work permit?

! Yes  No  Yes  No  Yes  No

Home Phone

Mobile Phone

Work Phone

Have you worked  
for us before?

! Yes  No

If yes, when?

If yes, under what name?

If yes, what

position(s)

did

you

hold?

Position

## Desired

Type of work you are applying for:

Laborer

Maintenance

Technician

Technician's  
Assistant

Installation  
Technician

Shop  
Service

Sales Technician

Dispatch

Customer Service  
Rep

Office

Managerial

Type of schedule:

Part-Time

Regular

Full-Time

Temporary

Days

Seasonal (i.e.,  
summer)

Nights

Any

Weekends

Date Available:

Other (describe):

How did you select Christian Brothers Mechanical, Inc. (Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment, Have you ever been convicted of a felony (Do not can you provide verification of your identity and identify convictions that have been sealed, expunged, legal right to work in the United States? dismissed, pardoned, or otherwise eradicated)?

! Yes ✎ No

✎ Yes ✎ No

If you are not a U.S. citizen, what is your visa status?

Do you have any physical limitations that may inhibit your ability for? subject to a recall?

Are you currently on to perform the tasks required of lay off status and the position you are applying

! Yes ✎ No

✎ Yes ✎ No

If yes, please explain











# Education

School Name	Location	Years Attended	Years Completed (Circle)				Diploma Or Degree (Circle)		Major Field of Study
			9	10	11	12	Y	N	
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____

Post Graduate Training Or Certifications	Date	Description
_____	_____	_____

# Technical/Computer Skills







## Office/Software

-  Microsoft Publisher
-  Microsoft Excel
-  Microsoft Access
-  Microsoft Word
-  Quick Books Pro
-  Adobe Photoshop
-  Switchboard
-  10-Key
-  Bookkeeping 
-  Load Calculation 
- Other: \_\_\_\_\_




## HVAC


- Service Install
- !  Air Conditioning
  - !  Air Distribution
  - !  Air to Air Heat Pump
  - !  Duct Fabrication
  - !  HVAC Maintenance
  - !  Hydronic Gas Heating
  - !  Hydronic Oil Heating
  - !  Light Refrigeration
  - !  Commercial Refrigeration
  - !  Chillers
  - !  \_\_\_\_\_
  - !  \_\_\_\_\_

## Job Skills

-  Brazing
-  Welding
-  Electrical
-  Sheet Metal  Carpentry
-  Other: \_\_\_\_\_

## Licenses

-  HVAC Contractor
-  Plumbing Journeyman
-  Master Plumber

 Electrical

 Other: \_\_\_\_\_

# Work History

Employer (Most Recent)

Job Title

Supervisor

If Still Employed By This

Employed From (Mo/Yr)

Employed To (Mo/Yr)

Company, May We Contact Your Supervisor?

Employer Address

 Yes  No

Telephone Number, Including Area Code

Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed
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Employer (Next Most Recent)	Job Title	Supervisor
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Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address
Telephone Number, Including Area Code		

Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed
-----------------------------	---------------------------	---------------------------

Employer (Next Most Recent)	Job Title	Supervisor
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Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address
Telephone Number, Including Area Code		

Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed
-----------------------------	---------------------------	---------------------------

Employer (Next Most Recent)	Job Title	Supervisor
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Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address
Telephone Number, Including Area Code		

Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed
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# References

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

**1.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

**2.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

**1.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

**2.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

## Emergency Contact

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number, Including Area Code



City

State

Zip

# g Information

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver's license?

Yes  No

State

License

Expiration Date

Has your driver's license ever been suspended for any reason?

Yes  No

If Yes, Please Explain

Do you have personal automobile insurance?

Yes  No

Insurance Company

Has your personal automobile insurance ever been cancelled?

Yes  No

If Yes, Please Explain

List all moving traffic violations from the past five years.

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location



Offense

Date

Location



# Availability

Do you have any objections to working overtime?

Yes No

Do you have any objections to being on call?

Yes No

If needed, would you be able to work overtime with little notice?

Yes No Yes No

Can you work on Saturday? Can you work on Sunday?

Yes No

# I Information

Please describe any additional training, qualifications, or other factors we should be aware of.

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How do you feel you can contribute to the Christian Brothers Mechanical, LLC. team?

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Why do you want to work at Christian Brothers Mechanical, LLC.?

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## **t s Statement**

By signing this application, I agree to the following:

\_\_\_\_\_ I declare that the information I have provided in this employment application is complete  
Acknowledge By Initialing and truthful to the best of my knowledge. I acknowledge and agree that omitting  
information or providing false information on this application would be grounds for refusal  
to hire or termination, if hired.

\_\_\_\_\_ I understand that nothing in this employment application, nor anything said to me by any  
Acknowledge By Initialing representative of Christian Brothers Mechanical, LLC. during the interview process or  
afterwards shall constitute a contract of employment or other employment rights.

\_\_\_\_\_ I authorize Christian Brothers Mechanical, LLC. to investigate and validate the information  
Acknowledge By Initialing provided on this application and give permission to any people or organizations listed on  
this application to provide Christian Brothers Mechanical, LLC. with any and all information  
regarding prior employment, education, and other pertinent information they might have,  
whether personal or otherwise. I release all parties from any liability for damage that  
might result from the utilization of this information.

\_\_\_\_\_ If hired, I authorize Christian Brothers Mechanical, LLC. to provide my employment record  
Acknowledge By Initialing and other information surrounding my employment to prospective employers,  
government agencies, or other parties with an interest that Christian Brothers Mechanical,  
LLC. at its sole discretion deems appropriate.

\_\_\_\_\_ If I am employed by Christian Brothers Mechanical, LLC., I agree to conform to Christian  
Acknowledge By Initialing Brothers Mechanical, LLC. rules, regulations, and policies as described in the  
employee handbook and other documents. I understand that these rules and regulations  
may be modified, discarded, or amended by Christian Brothers Mechanical, LLC., at any  
time, without prior notice, at the sole discretion of Christian Brothers Mechanical, LLC.  
management. I agree to conform to any changes in Christian Brothers Mechanical, LLC.  
rules, regulations, and policies.

\_\_\_\_\_ If employed by Christian Brothers Mechanical, LLC., I acknowledge that my employment is  
Acknowledge By Initialing completely at will. My employment with Christian Brothers Mechanical, LLC. may be  
terminated with or without cause, at any time, by me or by Christian Brothers Mechanical, LLC. \_\_\_\_\_  
I acknowledge that no representative or employee of Christian Brothers Mechanical, LLC. Acknowledge By  
Initialing has the authority to create or enter into an agreement for employment with me for a set  
time period or assurance of any benefits beyond the terms and conditions described in the employee  
handbook.

\_\_\_\_\_ I agree to a physical examination, psychological examination, and drug testing before the  
Acknowledge By Initialing start of employment or following employment, at the discretion of Christian Brothers  
Mechanical, LLC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date