



INSTRUCTIONS TO APPLICANTS

**403 Valley Ave
P.O. Box 220
Atglen, PA 19310**

1-800-525-1911

Important: In order for this application to be considered, it must be in original form, and ALL questions must be answered. If the question does not apply to you, print "N/A" which means, "not applicable".

Notice to Applicants: All offers of employment given by Summers & Zim's, Inc. are conditional and are subject to a successful completion of a drug test & background check at employers discretion.

Any and all of your answers are subject to verification by Summers & Zim's, Inc. before or after employment.

Any false, misleading or incomplete answers will be cause for immediate disqualification or termination of subsequent employment.

A. It is the policy of Summers & Zim's, Inc. to provide equal opportunity to all employees and applicants for employment without regard to race, color, creed, religion, national origin, ancestry, marital status, disability, age, ethnicity, sex, military status, union affiliation, status with regard to public assistance or membership or activity in a local commission and to make employment decisions consistent with this principle of equal opportunity.

B. Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, he or she is subject to termination. By submission of this application, the applicant authorizes Summers & Zim's, Inc. to hire an outside service to provide background information on the applicant.

C. In the event of a job opening, we will review the current applicants and applications which have been filed. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment with us, employment references as to character and willingness to work, personal interviews if one is given to you, and work references.

E. Full-time employees are expected to work only for us and must state that they will not be employed by any other employer in our industry while they work for us.

F. All applicants to be considered must fill out the company-provided application forms (which meets governmental regulatory standards for non-discrimination). Resumes maybe attached to these documents as desired.

G. The complete work history of any application must be completely filled out. Merely stating "references upon request," will not be acceptable. The last three employers should be individually listed and the dates during which an applicant was employed by them should be listed. If more space is needed, attach an additional sheet.



Application for Employment

403 Valley Avenue
P.O. Box 220
Atglen, PA 19310
1-800-525-1911

Full Legal Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____

Position Applied for: _____
Type of work: (Check any that apply)
 Plumbing HVAC Duct Installation/Fabrication Office
Are you registered in an apprenticeship program? Yes No
What Year? _____ Grade Average _____
Are you legally eligible for employment in this country?
 Yes No Green Card (If Applicable)
(Proof of US Citizenship or immigration status will be required upon employment)
Have you ever been employed here before? Yes No If Yes: Year _____
If you are under 18, can you furnish a work permit? Yes No
Date Available for work: ____/____/____
Type of employment desired:
 Full-time Part-time Summer Educational Co-op
Have you been convicted of a felony: Yes No
(Such conviction may be relevant if job-related, but does not bar you from employment.)
If yes Please explain: _____
Driver's license number _____ State _____ Status of License _____
List any points or convictions on license: _____
Salary Desired: \$ _____/hr
Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company:

How did you hear about Summers & Zim's? _____

Do you know anyone with in the Summers & Zim's organization? Yes No
If Yes, Who do you know and how? _____

Educational Background

High School Name & Location	Years Completed	Did you graduate?	
College or Technical Institution Name &. Location	Course of Study	Major	Degree

EMPLOYMENT HISTORY

List your last three (3) employers, assignments or type of work performed, starting with the most recent, including military experience.

1. Name of Employer		Address	
Phone		Your Job Title	
Duties			
Name and Position of immediate Supervisor			
Date Started {Day, Mo, Yr.}	Date Left {Day, Mo, Yr.}	Starting Salary	Final Salary
Reason for leaving			
2. Name of Employer		Address	
Phone		Your Job Title	
Duties			
Name and Position of Immediate Supervisor			
Date Started (Day, Mo, Yr.)	Data Left (Day, Mo, Yr.)	Starting Salary	Final Salary
Reason for leaving			
3. Name of Employer		Address	
Phone		Your Job Title	
Duties			
Name and Position of immediate Supervisor			
Date Started (Day, Mo, Yr.)	Date Left (Day, Mo, Yr.)	Starting Salary	Final Salary
Reason for leaving			

WORK REFERENCES (Please do not relatives)

Name	Telephone Number	Years Known
Name	Telephone Number	Years Known
Name	Telephone Number	Years Known

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves that right to terminate my employment at any time, with or without cause and without prior notice, I understand that no representative of the Employer has the authority to make assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job relates, I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Applicant acknowledges reading and understanding the "instructions to Applicants to which this application is attached".

Signature of Applicant _____ Date _____



403 Valley Avenue
P.O. Box 220
Atglen, PA 19310
1-800-525-1911

Applicant's Statement

I certify that the information contained in this application is correct. I understand that the misrepresentation or omission of information called for in this application is cause for refusal to hire or, if hired, is cause for immediate dismissal. I authorize the investigation of all statements contained in this application and authorize any of the persons or organizations referenced in this application to furnish Summers & Zim's, Inc. any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all persons or organizations from any and all liability or damages that may result from their furnishing such information to Summers & Zim's, Inc.. Further, I understand and agree that my employment is "at will" and for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without notice at the option of either Summers & Zim's, Inc. or myself. Further, I understand that no officer, agent, representative, or employee of Summers & Zim's, Inc. has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to that contained in the previous sentence. I also authorize Summers & Zim's, Inc. to deduct from my wages any amounts which may be due it as a result of overpayment of wages, loss or destruction of its property or any other amounts which I may lawfully owe Summers & Zim's, Inc. or for which I have received full consideration. In the event I become an employee of Summers & Zim's, Inc. I agree to comply with all rules and regulations and understand that I may be terminated or disciplined for any violations. I further understand that the rules and regulations may be changed, interpreted, withdrawn or added to by Summers & Zim's, Inc. at any time at its sole option and without any prior notice. Any offer of employment tendered to the applicant by Summers & Zim's, Inc. is conditional and is subject to a successful completion of a drug test and background check at employer's discretion.

Have you ever applied for employment with us?

Yes No If Yes: Month and Year _____

Can you perform all essential functions of the position for which you are applying, with or without reasonable accommodation?

Yes Yes, with a reasonable accommodation No

If reasonable accommodations necessary, what is the reasonable accommodation needed?

Date _____

Signature of Applicant _____