

# APPLICANT PROFILE



Please print or type entire form.

Last Name		First Name	MI	Application Date
Street Address				
City		State	Zip Code	
Home Phone ( )		Cellular Phone ( )		
Email Address		If we need to contact you by phone, what is the best time to call?		

What position are you considering? \_\_\_\_\_

Employment Status desired:  Full time  Part time

Are you able to work overtime if needed:  No  Yes

Are you able to meet the attendance requirements of the position?:  No  Yes

Are you willing to submit to drug testing?:  No  Yes

Date available to begin work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you at least 18 years old?  Yes  No

Can you, if offered employment, furnish evidence of your right to work in the USA?  Yes  No

## EDUCATION

	Name and Location	Course of Study	Years Completed	Degree/Diploma
High School				
Trade School				
College				
Graduate School				

## EMPLOYMENT EXPERIENCE

List the last 5 years of employment, beginning with your present or most recent job; attach additional sheet if needed.

Current or Most Recent Employer:	Dates Employed		Describe your responsibilities:	
	From:	To:		
Address:				
Phone: (      )	Hourly Rate/Salary			
Job Title:	Start	End		May we contact?
Supervisor/Name & Title:				Reason for leaving:
Employer:	Dates Employed		Describe your responsibilities:	
	From:	To:		
Address:				
Phone :(      )	Hourly Rate/Salary			
Job Title:	Start	End		May we contact?
Supervisor/Name & Title:				Reason for leaving:
Employer:	Dates Employed		Describe your responsibilities:	
	From:	To:		
Address:				
Phone :(      )	Hourly Rate/Salary			
Job Title:	Start	End		May we contact?
Supervisor/Name & Title:				Reason for leaving:

## OTHER SKILLS

List other abilities, special skills, training, certificates, and licenses applicable to the position you're considering.

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## PROFESSIONAL REFERENCES

List supervisors, coworkers, subordinates, instructors, etc., not mentioned elsewhere. Do not list relatives or friends.

Name	Occupation	Phone	Relationship	Years Known
		( )		
		( )		
		( )		
		( )		

## JOB DESCRIPTION

I have reviewed the attached job description and believe that I am capable of performing the duties as outlined with the following modifications:

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## AUTHORIZATION AGREEMENT

I hereby certify that the facts set forth in this Candidate Profile are true and complete to the best of my knowledge. I understand that if I am employed, any falsified or misleading statements on this form may result in termination of my employment.

If employed, I agree to conform to the rules and regulations of General Hydronics Plumbing. I understand that my employment and compensation can be terminated without cause or notice, for any reason, at any time, at the option of either the Company or myself. No implied oral or written agreements contrary to the express language are valid unless they are in writing, signed by an officer of the company.

I authorize General Hydronics Plumbing to validate or inquire about my prior education and employment history and hereby authorize the investigation of all statements and information contained in this Profile. I release from all liability anyone supplying such information and I also release General Hydronics Plumbing from all liability that might result from making an investigation. I authorize the persons named as references and employers to furnish any information they may have about me.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**General Hydronics Plumbing is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, age, religion, national origin, physical or mental disability, genetic information, gender, gender identity, sexual orientation, marital or veteran status or any other legally protected status.**



## JOB DESCRIPTION

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**JOB TITLE:** Laborer

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**Reports to:**

**FLSA Classification:** Non-exempt

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### **JOB SUMMARY:**

The laborer works with various crew members performing physical labor where and as needed, such as cleaning, preparing, and maintaining job sites and tools; loading and unloading materials; controlling traffic around work sites, and performing other unskilled tasks.

### **MINIMUM QUALIFICATIONS:**

- Related experience, preferred
- Ability to follow instructions
- Positive work ethic and attitude
- Must be punctual and reliable
- Ability to speak and understand English
- Must be at least 18 years of age
- Must have reliable transportation to get to work
- Must possess a clean driving record and valid NM Drivers License

### **KNOWLEDGE AND SKILLS:**

- Ability to multi-task
- Ability to work independently and collaboratively with others to achieve overall goals and objectives
- Ability to listen to, understand and follow directions

### **ESSENTIAL RESPONSIBILITIES:**

- Prep job sites by cleaning and/or removing obstacles and hazards
- Maintain a job site that is free from unnecessary debris and dirt
- Ready, clean, and put away tools and equipment as assigned
- Closely follow directions to hold, supply or operate simple tools or materials
- Load or unload materials in assigned areas
- Perform basic tasks using equipment such as hammers and picks
- Work as a dump man spreading various materials using a shovel
- Transport materials using a wheelbarrow
- Pick up, carry, and organize materials for jobs
- Shovel and place concrete
- Remove, fill, or compact earth
- Lower pipe into ditches for pipelayers
- Set up markers, cones, and barricades
- Work as a flagman, signalman, or spotter to control traffic around work areas
- Help prepare surfaces for various projects
- Ready to learn from on-the-job-training
- Represent the company professionally, honestly, and ethically in all business matters and activities.
- Reports any issues to supervisor or higher-level employee.

**ADDITIONAL RESPONSIBILITIES:**

- Set up and take down ladders, scaffolding, and other temporary structures
- Additional duties as assigned by management that are appropriate for the experience and skill level.

**PHYSICAL REQUIREMENTS:**

- Ability to lift, carry and otherwise move up to 100 pounds with assistance on a regular basis
- Ability to lift, carry and otherwise move up to 50 pounds unassisted on a regular basis
- Ability to stand, walk, climb ladders and stairs and to maneuver in attics, basements, and crawl spaces.
- Ability to use hand, electric, and gas powered tools of the trade on a regular basis
- Ability to continually climb, balance, stoop, kneel, crouch, bend, crawl and maneuver tools for various lengths of time throughout the day
- Ability to work in a variety of environmental conditions, including but not limited to the following: hot, cold, outdoor, indoor, dry, humid, slippery surfaces, heights, and congested areas for prolonged periods of time
- Ability to work in poorly lit areas, including at night
- Must be able to operate a motor vehicle in varying lighting and weather
- Must be able to operate (special machinery or equipment) \_\_\_\_\_
- Natural or corrected vision to see and focus for close, distance, peripheral vision with normal depth perception.
- Hand/eye coordination

**EQUAL OPPORTUNITY EMPLOYMENT:**

General Hydronics Plumbing is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all employees and applicants without regard to age, sex, race, color, ancestry, religious creed, national origin, pregnancy, physical or mental disability, medical condition, marital status, political affiliation, sexual orientation, gender identity, individual genetic information, disabled veteran or Vietnam Era Veteran Status or any other protected status.

**AMERICANS WITH DISABILITIES ACT:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**JOB RESPONSIBILITIES:**

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. General Hydronics Plumbing may change the specific job duties with or without prior notice based on the needs of the organization.

I have read the above Job Description and understand what is required for the position. I am qualified for the position and am able and willing to perform the duties without accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date