

Employment Application



YOU MUST PASS A PRE-EMPLOYMENT DRUG TEST,
YOU MUST BE ABLE TO PASS A RESPIRATOR TEST, AND
YOU MUST HAVE A NON-RESTRICTED DRIVER'S LICENSE

If you cannot meet these requirements please do not submit an application.

Dale Anderson & Son's Inc. dba Anderson Bros. Steamatic is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.

Neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment for a definite term. If hired by Anderson Bros. Steamatic, employment is on an at-will basis in accordance with state law. This means the Company is free to terminate your employment at any time, with or without cause or advance notice, in accordance with state law, and acceptance of employment is not a contract of employment for any specified time. Similarly, you are free to terminate your employment with the Company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of the Company and the employee. By signing this application, I agree that if hired, I will conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will or its arbitration policy, if any. Please sign and date below acknowledging all.

Applicant's Name (print)

Date Submitted

Position(s) applied for _____

- Full-Time
- Part-Time; Employee hired to be on an "On-Call" as needed basis. Supervisor would try to call the night before, however, you could be called to work between 6:45am & 7:30am and would be expected to be at work within an hours notice.
- Part-Time; Employee can only work specific day(s) and time(s) during the week and on weekends (note work availability below).
- Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

How did you learn about us?

- Advertisement Friend Walk-In
 Employment Agency Relative Other _____

First Name	Middle Initial	Last Name
Street Address	City	State Zip Code
Home Telephone ()	Cellular Telephone ()	Social Security Number - - - - -

Do you have a valid/non-restricted driver's license? Yes No
 All of our positions require the employee be able to drive company vehicles and be listed on our insurance policy.
 Please list any prior infractions. _____

Anderson Bros. Steamatic Employment Application - Continued

Are you aware of any reasons why you should not be exposed to damage areas from smoke, fire, water damage or other disasters? (Limited exposure to chemical and/or biological substances).

If you are under 18 years of age, could you produce the necessary work certificate for employment? Yes No

Anderson Bros. Steamatic is a 24 Hour Emergency Service Company. All crew technicians are required to work some overtime during the week and on weekends (usually every other Saturday). Is this an issue? Yes No

Date on which you could start work if hired. _____

INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:

Michigan Applicants: Regarding arrests, limit your response to felony arrests awaiting conviction or dismissal.

All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever pled guilty or no contest to or been convicted of any criminal offense other than the applicable exceptions listed above? Yes No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

CRIMINAL OFFENSES ONLY: If you answered YES to either of the above two questions, provide the date(s) and explain in accordance with the above instructions so that individual circumstances may be considered. _____

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.

Have you ever initiated an act of violence in the workplace? Yes No If yes, provide the date(s) and explain so that the individual circumstances may be considered. (A "yes" answer will not necessarily disqualify you from employment.) _____

EDUCATION	SCHOOL NAME & LOCATION	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DEGREE AND MAJOR
High School				
College				
Bus./Tech./Trade Or post college				
Honors Received				

SPECIALIZED SKILLS AND/OR EQUIPMENT TRAINING RELATED TO OUR SERVICE INDUSTRY:

- | | | |
|--|---|---|
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Microsoft Word 2003 |
| <input type="checkbox"/> Microsoft Excel 2003 | <input type="checkbox"/> Microsoft Publisher 2003 | <input type="checkbox"/> Microsoft Power Point 2003 |
| <input type="checkbox"/> JPP – Job Processing Program | <input type="checkbox"/> Xactimate Job Estimating Program | <input type="checkbox"/> 10 Key/Calculator |
| <input type="checkbox"/> Carpet Cleaning Skills | <input type="checkbox"/> Air Duct Cleaning Skills | <input type="checkbox"/> Fork Lift Training |
| <input type="checkbox"/> Mold Remediation | <input type="checkbox"/> Project Manager | <input type="checkbox"/> Estimator |
| <input type="checkbox"/> Sales & Marketing | <input type="checkbox"/> Biohazard Clean-up | <input type="checkbox"/> IICRC Certification |
| <input type="checkbox"/> IAQA Certification | <input type="checkbox"/> NADCA School | <input type="checkbox"/> Mover (Pack-outs/Pack-ins) |
| <input type="checkbox"/> Construction/Contractor's License | <input type="checkbox"/> Electrician's License | <input type="checkbox"/> Other _____ |

WORK EXPERIENCE:

List the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If you are self-employed, supply the firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future consideration of employment.

Employer _____ Telephone _____

Address _____ Job Title _____

Duties _____

Supervisor's Name & Title _____ Dates of Employment _____

May we contact your supervisor? Yes No Wage Information: Starting Wage \$ _____ Final Wage \$ _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning or did you quit without notice? Please explain. _____

WORK EXPERIENCE:

Employer _____ Telephone _____

Address _____ Job Title _____

Duties _____

Supervisor's Name & Title _____ Dates of Employment _____

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WORK EXPERIENCE:

Employer _____ Telephone _____

Address _____ Job Title _____

Duties _____

Supervisor's Name & Title _____ Dates of Employment _____

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What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning or did you quit without notice? Please explain. _____

Anderson Bros. Steamatic Employment Application - Continued

Please explain fully any gaps in employment history in excess of one month. _____

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances? _____

List the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

Name _____ Position _____

Company Name _____ Work Relationship _____

Telephone _____

Name _____ Position _____

Company Name _____ Work Relationship _____

Telephone _____

List the names of personal references (not previous employers or relatives) who know you well that we may contact.

Name _____ Position _____

Company Name _____ Work Relationship _____

Telephone _____

Name _____ Position _____

Company Name _____ Work Relationship _____

Telephone _____

APPLICATION CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States for this Company.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature _____

Date Signed _____