

**Plumbing • Heating • Air Conditioning**



**Family Friendly  
Work Environment**

**Drug Free  
Work Place**

9975 Pennsylvania Ave., Manassas, Va. 20110, Call (703) 367-7781, Fax: (703) 691-0946

Thank you for your interest in our company. The first three pages of this form, including this cover, are for you. Please remove them and begin filling out the application with the 4<sup>th</sup> page.

## Company History

My Plumber has been in business since 1982 with over 20 years of service. We have provided plumbing service to uncounted numbers of satisfied homeowners and businesses in Northern Virginia, Maryland and most recently the greater San Diego area.

We began operations in Northern VA by providing all types of plumbing service, from commercial rough-ins to residential sewer stoppages. We did everything plumbing related. We have since redefined and fine-tuned the service we provide and have found our niche in the service side of plumbing. We are proud to provide timely repairs in a professional manner and have a demonstrated record of always being willing to strive for a higher quality of service.

Our company expanded in 1996 to include Maryland in our service area and in 2000, we went bi-coastal with My Plumber, San Diego. Maryland follows in the footsteps of Virginia focusing on quality service plumbing. San Diego has broadened its scope to include Heating and Air Conditioning repair and replacement.

## Employee Relations

At My Plumber, we believe our employees are our most valuable asset and our commitment to that is demonstrated in the number of people who have been part of the My Plumber family for many years. Our benefits package is equal to that of many larger companies--with a comprehensive insurance package, a 401(k), flexible spending accounts and pre-paid legal being just a few examples.

We provide continuing education for our technicians and training for support personnel. Many young people have come to work for our company with few viable skills, but a willingness to learn and the ability to work hard have earned them a spot as a proud My Plumber technician, able to provide their families with every convenience.

## For the Future

This company is grounded in our past, working in the present and we have our eyes on the bright future ahead of us. Our ever evolving web-site will one day offer an evaluation service and real emergency help to people, all from our office. There is a plan in the works to arrange continuing education for our office staff. And of course we always try out new concepts to improve the service we provide our clients.

The application begins on the 4<sup>th</sup> page of this form. Filling it out is the first step in becoming part of the My Plumber family. Thank you once again for applying with us and good luck on your job search.

**Office - Customer Service - Dispatch**

# You will need to show proof of identity and proof of employment eligibility upon being hired with My Plumber.

Attached is a list of acceptable documents you may use as ID. If you look on the next page you will find that these documents are listed in three columns: A, B, and C. If you present a document from column A, you will not need to present any documents from columns B or C unless you are driving for My Plumber. In that case, you must present a Driver's License as well.

If you do not have any of the documents from column A, you will need to present at least one item from column B and one item from column C.

If the only form of ID you have is a Driver's License, you may obtain a Social Security Card by re-applying for one at a local Social Security Office. You will not receive a card right away but they will give you a receipt that proves that you have re-applied for one. This receipt is a sufficient temporary form of ID.

The closest Social Security Office to My Plumber is:

9500 Center St.  
Manassas, VA 20110

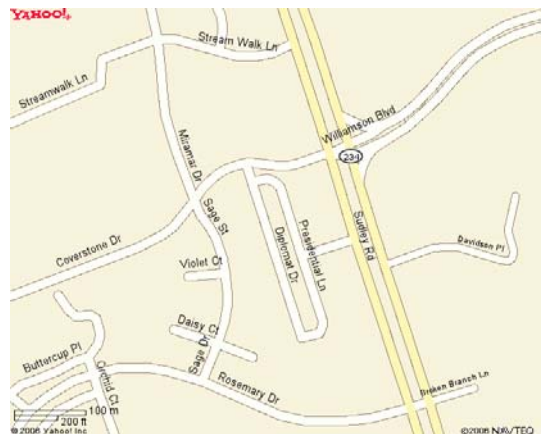
Those whose jobs require you to drive for My Plumber (Plumbers and Support/Parts Runners) will be required to bring a copy of your driving record at the time of your interview.

## General Information

Social Security Office



ALTMED 7524 Diplomat Drive



My Plumber  
Corporate Headquarters  
9975 Pennsylvania Ave.  
Manassas, VA 20110

Corporate Telephone (703) 367-7900  
Corporate Fax (703) 691-0946  
1-(800) Telephone (800) 280-2820

Web Address  
[www.myplumber.com](http://www.myplumber.com)

E-Mail  
[myplumber@myplumber.com](mailto:myplumber@myplumber.com)

# List of Acceptable Documents

## List A

### Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-56 1)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired Foreign Passport with 1-551 stamp or attached INS Form 1-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (INS Form 1-15 or 1-55 1)
6. Unexpired Temporary Resident Card (INS Form 1-688)
7. Unexpired Employment Authorization Card (INS Form 1-688A)
8. Unexpired Reentry Permit (INS Form 1-327)
9. Unexpired Refugee Travel Document (INS Form 1-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form 1-688B)

## List B

### Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date, date of birth, sex, height, eye color and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependant's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Drivers license issued by a Canadian Government authority

### **For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

## List C

### Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, country, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U>S> citizen ID card (INS Form 1-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (other than those listed under List A)



# PRE-EMPLOYMENT APPLICATION

OFFICE, CUSTOMER SERVICE, DISPATCH

## CONSENT TO DRUG/ALCOHOL TESTING

In connection with my employment (including contract for services) with R. Wendell Presgrave, Inc. *dba* My Plumber, I agree to participate in a drug screening program and take the required drug screening test at a time and place specified by the company.

I have read the above consent to drug testing and certify that I have signed this document of my own free will and accord and fully understand the contents of this document.

\_\_\_\_\_  
Signature of employee/applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name above

# MY PLUMBER IS AN EQUAL OPPORTUNITY EMPLOYER

"I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT FALSIFICATION OF THIS INFORMATION OR A MATERIAL OMISSION MAY LEAD TO IMMEDIATE DISMISSAL. I AUTHORIZE ALL OF THE INDIVIDUALS WHOM I HAVE LISTED ON THIS APPLICATION TO GIVE ANY AND ALL INFORMATION REGARDING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE ALL PARTIES FROM ALL LIABILITY FROM ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

IF I AM EMPLOYED, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY. I UNDERSTAND AND AGREE THAT UNLESS OTHERWISE PROVIDED FOR UNDER THE TERMS OF A COLLECTIVE BARGAINING AGREEMENT OR OTHER SPECIFIC WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED EXECUTIVE OF THE COMPANY, MY EMPLOYMENT, IF I AM HIRED, WILL BE "AT-WILL". THIS MEANS THAT EITHER THE COMPANY OR I MAY TERMINATE OUR EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE."

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_/

## PERSONAL INFORMATION

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL OR OTHER \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_ PART-TIME/ FULL TIME/TEMP SALARY DESIRED \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_ HOW DID YOU HEAR ABOUT THIS JOB \_\_\_\_\_

CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES \_\_\_ NO \_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## COMPANY EMPLOYMENT

HAVE YOU EVER BEEN EMPLOYED BY "MY PLUMBER" \_\_\_\_\_

DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DO YOU HAVE RELATIVES EMPLOYED HERE? \_\_\_\_\_

NAME OF EMPLOYEE \_\_\_\_\_

## CONVICTION RECORD

HAVE YOU EVER BEEN CONVICTED, ENTERED A PLEA OF NO CONTEST, HAD PROSECUTION DEFERRED, OR AJURDICTION WITHHELD FOR ANY CRIME (other then for minor traffic violations)? O Yes O No

IF YES, PLEASE SPECIFY. \_\_\_\_\_

A CONVICTION WILL NOT RESULT IN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT

Revised July 1, 2008

## EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSES MAJORED IN	LAST YEAR COMPLETED	DID YOU RECEIVE A DIPLOMA
HIGH SCHOOL				
COLLEGE OR TRADE SCHOOL				
OTHER COURSES OF STUDY				

## SPECIAL SKILLS

COMPUTER SOFTWARE PROGRAMS \_\_\_\_\_

KEYBOARDING SPEED \_\_\_\_\_ 10-KEY SKILLS BY TOUCH \_\_\_\_\_ BY SIGHT \_\_\_\_\_ SWITCH BOARD \_\_\_\_\_

OTHER SKILLS \_\_\_\_\_

LIST ANY PERSONAL TRAITS, HOBBIES OR VOLUNTEER WORK THAT MIGHT HELP YOU QUALIFY FOR THIS POSITION \_\_\_\_\_

## PERSONAL REFERENCES

LIST AT LEAST 3 PEOPLE, BESIDES FORMER EMPLOYERS, WHO HAVE KNOWLEDGE OF YOUR CHARACTER

NAME	YEARS KNOWN	RELATIONSHIP	TELEPHONE NUMBER

# WORK HISTORY

## LIST MOST RECENT WORK EXPERIENCE FIRST

If you provide your resume you are not required to address the information on this page. However you do need to sign and date the following statement:

**My Plumber has my permission to contact the former employers listed on my resume.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME OF EMPLOYER _____	YOUR TITLE _____
ADDRESS _____	CITY _____ ST _____ ZIP _____
FULL-TIME ___ PART-TIME ___ TEMP ___	SALARY _____ HOW OFTEN WERE YOU PAID _____
DATES EMPLOYED FROM ____/____/____	TO ____/____/____ SUPERVISOR _____
MAY WE CONTACT YOUR EMPLOYER _____	TELEPHONE (____) _____ - _____ EXT _____
MAJOR RESPONSIBILITIES _____	
REASON FOR LEAVING _____	

NAME OF EMPLOYER _____	YOUR TITLE _____
ADDRESS _____	CITY _____ ST _____ ZIP _____
FULL-TIME ___ PART-TIME ___ TEMP ___	SALARY _____ HOW OFTEN WERE YOU PAID _____
DATES EMPLOYED FROM ____/____/____	TO ____/____/____ SUPERVISOR _____
MAY WE CONTACT YOUR EMPLOYER _____	TELEPHONE (____) _____ - _____ EXT _____
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NAME OF EMPLOYER _____	YOUR TITLE _____
ADDRESS _____	CITY _____ ST _____ ZIP _____
FULL-TIME ___ PART-TIME ___ TEMP ___	SALARY _____ HOW OFTEN WERE YOU PAID _____
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