



2995 Dutton Ave.
Santa Rosa, CA 95407
Phone (707) 579-3511
Fax (707) 579-0842

EMPLOYMENT APPLICATION

BACKGROUND CHECKS

Ernest Ongaro and Sons, Inc. is concerned about violence in the workplace, falsified employment applications, and employee theft.

We conduct a full background check on all candidates after a conditional offer of employment is made.

DRUG SCREENING

Ernest Ongaro and Sons, Inc. is committed to maintaining a DRUG-FREE workplace.

All offers of employment are contingent upon successful completion of a pre-employment drug screen.

Thank you for considering a position with our Ernest Ongaro & Sons, Inc. We appreciate the time you are dedicating to the completion of this application. It is important that you fully and accurately complete this application yourself and indicate the position(s) for which you wish to be considered. Please be sure to complete this application in the most thorough and cautious manner possible, as we use a sophisticated and detailed background and employment screening process that will disclose inaccurate, false, incomplete and/or omitted information. This application will remain on file for 180 days, after which you should resubmit a new application if you are interested in a position with our company. Ernest Ongaro & Sons, Inc. is an equal opportunity employer.

The following must be filled out completely for your application to be considered.

(Please Print)

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Social Security Number _____ Driver's License Number _____ State Issued _____

Home Telephone (____) _____ Cellular Telephone (____) _____ Business Telephone (____) _____

Email Address _____

Street Address _____

City _____ State _____ Zip Code _____

Mailing Address (if different than above) _____

City _____ State _____ Zip Code _____

Please list the cities and corresponding state in which you have lived during the past 7 years:

Have you used any name(s) and/or social security number(s) other than that noted above? Yes No

Please List Other Name(s) Used _____

Are you at least 18 years old? Yes No

(If under 18 years of age, proof of minimum legal working age will be required if you are hired.)

If you are under 18 years old, can you provide a work permit? Yes No

In accordance with the federal Immigration and Reform Act of 1986, if you are hired you will be asked to provide documentation verifying your legal right to work in the United States. If you are unable to provide acceptable documentation, the Company cannot legally employ you. If hired, can you present evidence of your right to work in the U.S.? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

EMPLOYMENT INFORMATION

Position Desired _____

Are you applying for full-time work? Yes No

Are you applying for part-time work? Yes No

Are you applying for temporary work (e.g., summer or holiday)? Yes No

If applying for temporary work, during what period of time will you be available? From _____ To _____

What days and hours are you available to work?

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					

Are you available to work on weekends? Yes No

Are you available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Desired pay _____

Have you ever applied to or worked for our company before? Yes No

If yes, when? _____

Do you have any friends or relatives working for our company? Yes No

If yes, list name(s) and relationship: _____

Do you have any commitment to another entity or person that might affect your employment with our company? Yes No

If yes, please explain: _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodations? Yes No

If no, describe the functions that cannot be performed: _____

(Note: We comply with the Americans with Disabilities Act and state law, and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Please note that an offer of employment may be subject to passing a medical examination as well as skill and agility tests.)

EDUCATION, TRAINING AND SKILLS

High School: Name _____ City/State _____ Did You Graduate? Yes No

Degree or Diploma Attempted/Earned _____ Years Completed _____

College/University: Name _____ City/State _____ Did You Graduate? Yes No

Degree or Diploma Attempted/Earned _____ Years Completed _____

Vocational School: Name _____ City/State _____ Did You Graduate? Yes No

Degree or Diploma Attempted/Earned _____ Years Completed _____

Do you have any other experience, training, qualifications, and/or skills that make you especially suited to work at our company?
 Yes No

If yes, please explain:

EMPLOYMENT HISTORY

Are you presently employed? Yes No

If yes, may we contact your present employer? Yes No

Please provide a complete and accurate account of your employment history by listing all present and previous employers within the last ten years, beginning with your most recent employer. Please note that this section must be completed even if attaching a resume. Furthermore, please be sure to attach any additional pages as needed. *Note: All previous employers must be listed within the last ten years. If you need more space please use the back of this page and list Company name, City, State, and phone number.*

(1)
Company Name _____ Type of Business _____

City/State _____ Company Telephone (____) _____

Supervisor Name/Title _____

Dates of Employment: From _____ To _____ Job Title _____

Please describe both your position and responsibilities:

Reason for leaving?

(2)
Company Name _____ Type of Business _____

City/State _____ Company Telephone (____) _____

Supervisor Name/Title _____

Dates of Employment: From _____ To _____ Job Title _____

Please describe both your position and responsibilities:

Reason for leaving?

(3)

Company Name _____ Type of Business _____

City/State _____ Company Telephone (____) _____

Supervisor Name/Title _____

Dates of Employment: From _____ To _____ Job Title _____

Please describe both your position and responsibilities:

Reason for leaving?

(4)

Company Name _____ Type of Business _____

City/State _____ Company Telephone (____) _____

Supervisor Name/Title _____

Dates of Employment: From _____ To _____ Job Title _____

Please describe both your position and responsibilities:

Reason for leaving?

Have you *ever* been involuntarily terminated or asked to resign from a job?

Yes No

If yes, please explain: _____

How were you referred to our company? _____

Please describe why you would like a position with our company:

UNEMPLOYMENT HISTORY

Please account for all times of unemployment during the last ten years, after completing school, by listing both the exact period(s) of time and the corresponding reasons for unemployment. Please do not include periods of unemployment of one month or less.

REFERENCES

List below three persons not related to you, from either a business or academic setting, who have knowledge of your work performance within the last three years.

(1)
Reference Name _____ Relationship _____ Years Known _____
Company/Institution Name _____ Telephone (____) _____

(2)
Reference Name _____ Relationship _____ Years Known _____
Company/Institution Name _____ Telephone (____) _____

(3)
Reference Name _____ Relationship _____ Years Known _____
Company/Institution Name _____ Telephone (____) _____

LICENSE/CERTIFICATE INFORMATION

Please list below any licenses or certificates that relate to the job for which you are applying:

License/Certificate Name _____ License/Certificate Number _____ State Issued _____

If your license/certificate has ever lapsed, been revoked or suspended, please explain:

ACKNOWLEDGMENT

By my signature below, I confirm that I personally completed this employment application and state that the information provided is accurate and complete. I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I understand that any job offer is conditional, based on the satisfactory review of my qualifications including any and all background checks, drug screening or physical examination that may be required. I release Ernest Ongaro & Sons, Inc., my former employers, references and all other persons from liability in connection with the investigation of any information provided on this application. I understand that all employment with Ernest Ongaro & Sons, Inc. is on an at-will basis and may be terminated at any time, with or without prior notice, at the option of either party.

Signature _____ Print Name _____ Date _____

Thank you for completing this application. If there is a current opening for the position(s) you are seeking, and the information in your application suggests you meet minimum qualifications and are among the best qualified candidates for that position, you may be contacted for an interview. If there is no opening for the position(s) you are seeking, your application will be kept active for 30 days. If you wish to be considered for employment after that time, you must reapply. Thank you for your interest in our company.

ONGARO & SONS

Since 1932

Plumbing • Heating • Cooling

2995 Dutton Ave. Santa Rosa, CA 95407

707-579-3511

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

Ongaro and Sons Inc. (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

Applicant Name _____

Applicant Signature _____

Date _____

[END OF DOCUMENT]

PLEASE PROCEED TO THE NEXT DOCUMENT ENTITLED:

"OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES"

Additional State Law Notices

Please also note the following:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the actual copying costs, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity.

HireRight, LLC ("HireRight") will prepare the background report for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Additional California-specific information is set out below.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____ Date _____