



Providing Products and Services for  
Plumbing, Heating and HVAC Professionals  
while delivering outstanding **Customer Care**

**Corporate Headquarters**  
50 Portland Road / P.O. Box 367  
West Conshohocken, PA 19428  
Phone (610) 828-5600 / Fax (610) 828-5610  
www.ussupply.com

## APPLICATION FOR EMPLOYMENT

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.*

|  |  |       |        |   |
|--|--|-------|--------|---|
| <b>P<br/>E<br/>R<br/>S<br/>O<br/>N<br/>A<br/>L</b> | Last Name  | First | Middle | Date  |
|  | Street Address   |       |        | Home Phone<br>( )                                   |
|  | City, State, ZIP   |       |        | Business Phone<br>( )                               |
|  | Have you ever applied for employment with us?<br><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Month and Year _____ Location _____            |       |        | Social Security #                                   |
|  | Position Desired   |       |        | Expected Pay  |
|  | Apart from absence for religious observance, are you available for full-time work?   |       |        | Will you work overtime if asked?                    |
|  | Are you legally eligible for employment in the United States?<br><input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____ |       |        | When would you be available<br>to begin work? _____ |
|  | Other special training or skills (languages, machine operation, etc.)  |       |        |   |

| <b>E<br/>D<br/>U<br/>C<br/>A<br/>T<br/>I<br/>O<br/>N</b> | SCHOOL                           | Name and Location of School | Course of Study | # of Years Completed | Did You Graduate?   | Degree or Diploma |
|--|----------------------------------|-----------------------------|-----------------|----------------------|---|-------------------|
|  | Graduate                         |                             |                 |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|  | College                          |                             |                 |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|  | Business/<br>Trade/<br>Technical |                             |                 |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|  | High School                      |                             |                 |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|  | Elementary                       |                             |                 |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |

### Membership in Professional or Civic Organizations

*(Exclude those which may disclose your race, color, religion or national origin)*

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## List Employment

*Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.*

|          |  |  |
|----------|--|--|
| <b>1</b> | Company Name                           | Telephone<br>( )                               |
|          | Address                                | Employed – (State month and year)<br>From: To: |
|          | City, State, ZIP                       | Weekly Pay<br>Start: Last:                     |
|          | Name of Supervisor                     |  |
|          | State Job Title and Describe Your Work | Reason for Leaving                             |
| <b>2</b> | Company Name                           | Telephone<br>( )                               |
|          | Address                                | Employed – (State month and year)<br>From: To: |
|          | City, State, ZIP                       | Weekly Pay<br>Start: Last:                     |
|          | Name of Supervisor                     |  |
|          | State Job Title and Describe Your Work | Reason for Leaving                             |
| <b>3</b> | Company Name                           | Telephone<br>( )                               |
|          | Address                                | Employed – (State month and year)<br>From: To: |
|          | City, State, ZIP                       | Weekly Pay<br>Start: Last:                     |
|          | Name of Supervisor                     |  |
|          | State Job Title and Describe Your Work | Reason for Leaving                             |
| <b>4</b> | Company Name                           | Telephone<br>( )                               |
|          | Address                                | Employed – (State month and year)<br>From: To: |
|          | City, State, ZIP                       | Weekly Pay<br>Start: Last:                     |
|          | Name of Supervisor                     |  |
|          | State Job Title and Describe Your Work | Reason for Leaving                             |

|   |   |  |
|---|---|--|
| <p>We may contact the employers listed above unless you indicate those you do not want us to use.</p> | <b>DO NOT CONTACT</b>   |  |
|   | <p>Employer Number(s) _____ Reason _____</p> <p>Employer Number(s) _____ Reason _____</p> |  |



## Other Information

| Military  | Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No | If "Yes" in what branch? |
|---|--|--------------------------|
| Describe any training received relevant to the position for which you are applying. |  |                          |
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Have you ever been convicted of a felony and/or misdemeanor?

- NO  
 YES      If YES, please explain below

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If necessary, continue on a separate sheet of paper. A conviction record will not necessarily prevent you from being employed. Factors such as the crime, your age, nature and seriousness of the violation and rehabilitation will be taken into account.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organization for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to prove identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

As an applicant for employment or a current employee of US Supply Company, Inc. and its affiliates, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, US Supply Company Inc. and its affiliates, may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you when:

1. considering your application for employment
2. making a decision whether to offer you employment
3. deciding whether to continue your employment (if you are hired)
4. making other employment-related decisions directly affecting you.

For explanation purposes, a consumer reporting agency is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer reports to others, such as:

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes, and investigation of theft from co-workers or company property, potential fraud in insurance claims, or other forms of dishonesty.

### AUTHORIZATION

By signing below, I \_\_\_\_\_ hereby voluntarily authorize US Supply Company, Inc. or its affiliates to obtain a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at US Supply Company, Inc.

I understand that I have rights under the Fair Credit Reporting Act, including the right discussed above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_