



P.O. Box 340683 – Hartford, CT 06134-0683 – 860-724-3431 Telephone – 860-251-7132 Fax – www.crestmechanical.com

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City				State		ZIP			
Phone				E-mail Address					
Date Available			Social Security No.		LEAVE BLANK		Desired Salary		
Position Applied for									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
EDUCATION									
High School			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
List any Connecticut held trade licenses and certifications:x									
REFERENCES									
<i>Please list three professional references.</i>									
Full Name					Relationship				
Company					Phone				
Address									
Full Name					Relationship				
Company					Phone				
Address									
Full Name					Relationship				
Company					Phone				
Address									



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PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$ LEAVE BLANK	Ending Salary \$LEAVE BLANK
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$LEAVE BLANK	Ending Salary \$LEAVE BLANK
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$LEAVE BLANK	Ending Salary \$ LEAVE BLANK
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Crest Mechanical Services, Inc., any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process</p>	
Signature	Date



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Dear Applicant:

You are applying for employment at a “Drug-Free” work place. We have a zero tolerance policy when it comes to drug and alcohol use. Attached are copies of our pre-employment and drug policies for your review. When an employment offer is extended to you, a negative drug test result would be a condition of your employment. Please read and sign the following statement and submit it with your job application. You may ask to speak with Human Resources if you have any questions concerning our drug and/or alcohol policy.

I have been made aware at the time of my employment application to Crest Mechanical that Crest Mechanical Services, Inc. operates a “Drug-Free” work place. As a condition of my employment, I may have to submit to a pre-employment drug screen test. Any positive test result would make me ineligible for employment with Crest Mechanical for at least 60 days at which time I could complete the application process again.

Signed _____ Date _____



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Pre-Employment Requirements

As part of the Crest Mechanical Services, Inc. employment process, an applicant will be required to undergo a post-offer background/criminal check, drug screening and medical examination. All of the above procedures will be conducted by an agency designated by Crest Mechanical Services, Inc. Any offer of employment that an applicant receives from Crest Mechanical Services, Inc., is contingent upon, if required, among other things, satisfactory completion of this medical examination and screenings and a determination by Crest Mechanical Services and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation.

As a condition of continued employment, employees may also be required to undergo periodic medical examinations and/or drug screenings at times specified by Crest Mechanical Services, Inc. Further, it should be understood that Crest Mechanical Services, Inc., receives a full medical report from its examining physicians regarding the applicant or employees state of health. These records will be kept confidential in accordance with the Americans with Disabilities Act. Crest Mechanical Services, Inc. pays for all company required medical examinations, alcohol and drug screenings and background/criminal checks.

DRUG-FREE WOKPLACE

It is the policy of Crest Mechanical to create a drug-free workplace in keeping with the intent of the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing of, possession, sale or use of a controlled substance in the workplace or while engaged in Crest Mechanical business is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of Crest Mechanical, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of Crest Mechanical Services, Inc.

In addition, employees shall not:

- Distribute, possess, purchase, sell, trade or offer for sale illegal drugs, drug paraphernalia or equipment or products or materials which are used, intended for or designed for use with non-prescribed controlled substances.
- Engage in the illegal use of drugs, or use prescription or over-the-counter drugs in an unauthorized manner.
- Report to work, be on Crest Mechanical property, use vehicles or equipment or wear Crest Mechanical identified clothing while under the influence of alcohol, illegal drugs or the inappropriate use of legally prescribed or over-the-counter drugs.
- Use of prescription or over-the-counter drugs when normal duties of employment will be hampered or where there is a safety risk. Employees must notify their supervisor if work performance may be affected by the use of legally prescribed or over-the-counter medication.
- Consume or possess alcoholic beverages on Crest Mechanical's premises or work sites, subject to Crest Mechanical's approved exceptions.

Crest Mechanical Services, Inc., requires four types of drug testing: Pre-employment, reasonable suspicion, post-incident and return-to-duty. An independent certified laboratory will conduct substance abuse testing and provide the results to Crest Mechanical. Crest Mechanical will not willfully release test results of employee's to third parties without the individual's consent, except to Crest Mechanical's workers' compensation carrier, the appropriate state unemployment compensation commission or as required by law or other governmental authority.

Violations of this policy shall result in disciplinary action, up to and including termination. In addition to positive substance test results, violations include refusal of the following: to submit to testing, execute a release or otherwise cooperate in an investigation or search by management.

IF YOU HAVE THE RIGHT TO WORK



Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

Contact IER

For assistance in your own language
Phone: 1-800-255-7688
TTY: 1-800-237-2515

Email us
IER@usdoj.gov

Or write to
U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



— DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

Immigrant and Employee Rights Section

U.S. Department of Justice, Civil Rights Division

www.justice.gov/ier

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

Esta organización participa en E-Verify



Este empleador proporcionará a la Administración del Seguro Social (SSA, por sus siglas en inglés) y, de ser necesario, al Departamento de Seguridad Nacional (DHS, por sus siglas en inglés) la información incluida en el Formulario I-9 de todo empleado nuevo con el propósito de confirmar su autorización de trabajo.

IMPORTANTE: Si el gobierno no puede confirmar que usted tiene autorización para trabajar, el empleador debe suministrarle las instrucciones por escrito y darle la oportunidad de ponerse en contacto con DHS o SSA antes de sancionarlo de cualquier forma o finalizar la relación laboral.

Los empleadores no pueden utilizar E-Verify para realizar preselecciones de solicitantes y no pueden limitar ni influenciar la selección de los documentos que usted presente para su inclusión en el Formulario I-9.

Para determinar si los documentos incluidos en el Formulario I-9 son válidos, este empleador utiliza la técnica de comparación fotográfica para comparar la fotografía que aparece en las Tarjetas de Residente Permanente, Tarjetas de Autorización de Empleo y pasaportes de los EE. UU. con la fotografía oficial del gobierno de los EE. UU. Asimismo, E-Verify verifica los datos incluidos en licencias de conducir y tarjetas de identificación emitidas por algunos estados.

Si considera que su empleador ha infringido sus responsabilidades en virtud de este programa o lo ha discriminado durante el proceso de verificación de la elegibilidad de empleo por su origen nacional o estatus de ciudadanía, comuníquese con la Oficina del Consejero Especial llamando al 800-255-7688, 800-237-2515 (para personas con impedimentos auditivos) o visitando www.justice.gov/crt/osc.

E-Verify funciona para todos

Para obtener más información sobre E-Verify, comuníquese con DHS al:

888-897-7781

www.dhs.gov/E-Verify

AVISO:

La ley federal exige a todos los empleadores que verifiquen la identidad y la elegibilidad de empleo de todas las personas contratadas en los Estados Unidos.



E-VERIFY IS A SERVICE OF DHS AND SSA

El logotipo y la marca de E-Verify son marcas registradas del Departamento de Seguridad Nacional. Queda estrictamente prohibida la venta comercial de este afiche.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT

Crest Mechanical Services will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability including, but not limited to, blindness, (unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved), or in any manner prohibited by the laws of the United States or of the State of Connecticut¹. Further, Crest Mechanical Services will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment or conduct that they believe to be discriminatory.

As an Equal Opportunity Employer, it is the policy and practice of Crest Mechanical Services to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in areas including but not limited to recruiting, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation or any other terms and conditions of employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability including, but not limited to, blindness, unless such disability prevents performance of the work involved.

Crest Mechanical Services shall take affirmative action to insure that applicants with job-related qualifications are employed and to insure that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved. If an individual has a disability for which a reasonable accommodation is requested, Crest Mechanical Services will engage in an interactive process with the individual/representative to determine the individual's needs and accommodation.

Crest Mechanical Services also assures that each of its vendors has been informed that Crest Mechanical Services is an Affirmative Action/Equal Opportunity Employer and of Crest Mechanical Services' obligations to comply with state and federal law.

Crest Mechanical Services will implement, monitor and enforce this *Affirmative Action/Equal Opportunity Employment Policy Statement* and program in conjunction with all applicable Federal and State laws, regulations and executive orders. In order to implement our Affirmative Action/Equal Opportunity Employment Program, Crest Mechanical Services will develop written strategies and plans designated to correct any deficiencies identified. Furthermore, this policy statement, as well as the posters regarding Labor and Discrimination Laws, shall be posted and otherwise made known to all workers in the company's home office, each satellite office, and at each job site.

Management and supervisory staff will be advised of their responsibilities to ensure the success of this program. Ultimate responsibility for this Affirmative Action/Equal Opportunity Employment Program will be with Paul Breglio, CEO of Crest Mechanical Services, Inc. The day-to-day duties for the plan will be

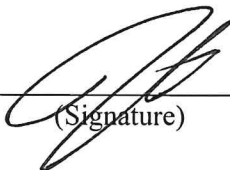
¹ If XYZ Company is a firm located in Connecticut and this EEO policy statement is the Company's only EEO policy statement, the company should include all of the covered statuses protected by Connecticut's employment law (e.g.: learning disability and genetic information) to avoid any confusion of employees' protections against discrimination.

coordinated by Nathan Breglio, who is hereby designated the Affirmative Action/Equal Opportunity Employment Officer for Crest Mechanical Services.

I have expressly advised Nathan Breglio of his/her legal responsibilities as Crest Mechanical Services' Affirmative Action/Equal Opportunity Employment Officer pursuant to the Connecticut State Agency Contract Compliance Regulations Section 46a-68j-27(4).

This Affirmative Action Plan has my total support and Crest Mechanical Services pledges its best good faith efforts to achieve the objectives of this Affirmative Action Plan. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

12-15-20
Date


(Signature)

Paul BREGLIO, CEO
Printed Name and Printed Title of Person Signing



Equal Employment Opportunity Form

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- White/Caucasian
- Other

Gender

- Female
- Male

Military Service

- Pre-Vietnam Era
- Vietnam Era
- Post-Vietnam Era
- Disabled Veteran

How did you hear about this position?

- Newspaper
- Company Employee
- Professional Publication
- Job Fair
- Placement Office
- Website
- Other _____