CECIL'S MECHANICAL
PLUMBING · HEATING · AIR CONDITIONING

EMPLOYMENT APPLICATION

HVAC • PLUMBING • INSTALLATION • OFFICE

Lexington, Kentucky | Equal Opportunity Employer

Please complete all sections that apply to the position you are seeking. You may attach a resume, but please complete the application as fully as possible. Cecil's Mechanical considers applicants without regard to legally protected status.

1 APPLICANT INFORMATION

Full Legal Name: _____	Preferred Name: _____
Street Address: _____	City / State / ZIP: _____
Phone: _____	Email: _____
Best way to contact you: ☐ Call ☐ Text ☐ Email	Date of Application: _____

2 POSITION & AVAILABILITY

Position(s) of Interest - check all that apply:	Employment Desired:
☐ HVAC Service / Maintenance Technician	☐ Full-time ☐ Part-time
☐ HVAC Installer / Lead Installer ☐ Sheet Metal Installer	Date Available to Start: _____
☐ HVAC Construction ☐ HVAC Apprentice	Desired Pay / Range (optional): _____
☐ Plumber / Plumbing Service Technician ☐ Plumbing Construction	How did you hear about us? _____
☐ Plumbing Apprentice	
☐ Office / Administrative ☐ Dispatcher / CSR ☐ Other: _____	

Licensed field technicians may be required to work overtime and participate in an on-call rotation. If this applies to the position you are seeking, are you willing and able to meet these scheduling requirements? ☐ Yes ☐ No ☐ Need to discuss

3 EMPLOYMENT ELIGIBILITY & JOB REQUIREMENTS

Are you at least 18 years old? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Have you previously worked for Cecil's Mechanical? ☐ No ☐ Yes If yes, when? _____

For positions that require driving a company vehicle:

Do you currently hold a valid driver's license? ☐ Yes ☐ No State: _____ License class (if applicable): _____

Are you willing to authorize a motor vehicle record (MVR) check if driving is an essential job function? ☐ Yes ☐ No

4 TRADE LICENSES, CERTIFICATIONS & SKILLS

Kentucky HVAC License / Registration:	Kentucky Plumbing License / Registration:
☐ Apprentice ☐ Journeyman ☐ Master ☐ N/A	☐ Apprentice ☐ Journeyman ☐ Master ☐ N/A
License / Registration #: _____	License / Registration #: _____
Expiration (if applicable): _____	Expiration (if applicable): _____

Other certifications - check all that apply: ☐ EPA 608 Universal ☐ EPA 608 Type I/II/III ☐ OSHA 10/30 ☐ NATE ☐ Backflow ☐ Other: _____

Equipment / systems / software you have experience with (examples: RTUs, split systems, boilers, mini-splits, controls, ServiceTitan, QuickBooks):

_____

_____

5 EMPLOYMENT HISTORY

List your three most recent employers, beginning with the most recent. Include relevant trade, construction, service, customer service, or office experience.

Employer 1: _____	City / State: _____
Job Title: _____	Supervisor: _____
Start Date: _____ End Date: _____	Starting / Ending Pay (optional): _____
Reason for Leaving: _____	May we contact this employer? ☐ Yes ☐ No
Primary Duties / Responsibilities:	
_____	
_____	

Employer 2: _____	City / State: _____
Job Title: _____	Supervisor: _____
Start Date: _____ End Date: _____	Starting / Ending Pay (optional): _____
Reason for Leaving: _____	May we contact this employer? ☐ Yes ☐ No
Primary Duties / Responsibilities:	
_____	
_____	

Employer 3: _____	City / State: _____
Job Title: _____	Supervisor: _____
Start Date: _____ End Date: _____	Starting / Ending Pay (optional): _____
Reason for Leaving: _____	May we contact this employer? ☐ Yes ☐ No
Primary Duties / Responsibilities:	
_____	
_____	

6 EDUCATION & TRAINING

High School / GED: _____	Graduated / GED earned? ☐ Yes ☐ No
College / Technical School: _____	Program / Major: _____
Trade School / Apprenticeship Program: _____	Completed? ☐ Yes ☐ No Year: _____
Other relevant training: _____	_____

7 ROLE-SPECIFIC EXPERIENCE

HVAC / Plumbing / Installation applicants:

Years of directly related trade experience: _____ Years in service: _____ Years in installation: _____

Comfortable using a tablet/phone to document work with detailed notes and photos? ☐ Yes ☐ No

Experience communicating repair findings, options, and recommendations to clients? ☐ Yes ☐ No

Office / Administrative applicants:

Experience with: ☐ ServiceTitan ☐ QuickBooks ☐ Microsoft Office ☐ Scheduling/Dispatch ☐ Customer Service ☐ A/R or A/P

Other relevant software or office experience: _____

8 PROFESSIONAL REFERENCES

Name	Relationship / Company	Phone / Email
_____	_____	_____
_____	_____	_____

9 ADDITIONAL INFORMATION

What makes you interested in working for Cecil's Mechanical?

_____

_____

Anything else you would like us to know about your experience, skills, availability, or qualifications?

_____

_____

_____

10 APPLICANT CERTIFICATION & AUTHORIZATION

Accuracy of information. I certify that the information I provided in this application and any accompanying resume or materials is true and complete to the best of my knowledge. I understand that false statements, material omissions, or misrepresentations may disqualify me from consideration or, if employed, may result in termination.

Verification. I authorize Cecil's Mechanical to verify information related to my application, including employment history, education, licenses, certifications, and professional references, as permitted by law.

Background and driving checks. I understand that, if applicable to the position and permitted by law, Cecil's Mechanical may request separate authorization for a background check and/or motor vehicle record check. Any required disclosure and authorization will be provided separately.

Employment relationship. I understand that this application is not a contract or guarantee of employment. If hired, my employment will be at-will to the extent permitted by Kentucky law, meaning either I or Cecil's Mechanical may end the employment relationship at any time, with or without cause or notice.

Equal opportunity. I understand that Cecil's Mechanical provides equal employment opportunities and does not discriminate on the basis of any status protected by applicable law.

Applicant Signature: _____ Date: _____

Printed Name: _____