

HearthMasters, Inc. Independence, MO
Employment Application

Today's Date _____

Position applying for: _____

NOTE: No smokers—if you smoke don't apply for the job

Legal Name:		Drivers License #	
Address:		SSN:	
City, State, Zip		Date of birth:	
Daytime phone:		Cell phone:	
Evening phone:		Emergency contact and phone	

Employment History: *(starting with most recent) or attach resume'*

Employer Name:	Location:	Supervisor:	Phone:	Duties:	Dates:

Education: *(include certifications) or attach resume'*

School Name:	Location:	Course of Study:	Graduation Date

Please list three personal references:

Name:	How related:	Phone:	Email:

HearthMasters, Inc. Independence, MO
Employment Application, Continued...

Your email address: _____

Tools and equipment you know how to use:

Skills:

Have you ever had a workmen's comp claim? _____

If yes, what was the injury? _____

Have you ever been convicted of a felony? yes no If so, when? _____

What was the conviction?

Do you have any physical or mental impairments that would prevent you from doing the duties of the job you are applying for? yes no

Are you a veteran? yes no

Can you do heavy lifting up to 80 lbs.? yes no

May we contact your present employer? yes no

Can you read and speak English? yes no

Do you have reliable transportation to and from work? yes no

All of our employees must be able to be bonded. All employees may be required to have random drug testing. Please use the back of this paper to write any additional comments.

Signature:

The above statements and information are true and accurate to the best of my knowledge. I give my permission for HearthMasters, Inc. to request a standard background check from a law enforcement agency and to order drug testing:

Signed _____ Date _____

HearthMasters, Inc.
DBA Padgitt Chimney & Fireplace

Job Description:

Chimney Sweep/Inspector
Non-Smokers Only

The following is a description of the job duties of a chimney sweep.

- 1.) Inspect and evaluate chimneys using the Level I and Level II methods described in the NFPA 211 Standards (current edition) and using our Chim Scan Camera inspection equipment.
- 2.) Sweep chimneys, smoke chambers, dampers, fireboxes, and flues for prefabricated fireplaces, wood stoves, wood furnaces, and masonry fireplaces using wire and poly brushes from the bottom and from the top of the flues.
- 3.) Set up and climb ladders, climb roofs
- 4.) Set up tarps and runners inside the home to protect from dust and soot.
- 5.) Write reports on your findings using our forms and a tablet.
- 6.) Some lifting overhead is required.
- 7.) Talk with homeowners, explain condition of the chimney and any repairs needed, as for forward scheduled appointment.
- 8.) Parge and repair smoke chambers: reach up inside damper area into smoke chamber, apply high-temp sticky mortar to the walls of the smoke chamber. May require standing, squatting, sitting inside fireplace to access interior of smoke chamber.
- 9.) Stand on scaffolding and ladders.
- 10.) Clean out trucks, keep tools in order, clean up tools.
- 11.) Install chimney covers with screwdriver.
- 12.) Do minor firebox and crown repairs.
- 13.) Other duties when not working in the field may include keeping the truck clean and organized, taking out trash at the office or warehouse, organizing and cleaning the warehouse or office or helping crews on relining or repair jobs, working on residential houses, hauling debris. Other misc. duties may apply to this job.
- 14.) Red Cross First Aid and CPR training is mandatory every three years.

We sometimes do work out of town and you may be required to be on a job in a different city for a period of time. Most of these trips are one to two weeks in length, but may be longer.

Attendance at chimney sweep training school and certification testing will be required after your apprenticeship period if not already Certified. Other training and certifications may be required in the future, based on additional job duties you may be assigned such as installation of heating appliances. Attendance at National and regional chimney association seminars and conventions may be required in order to obtain CEU credits, which will mean travel over a period of several days.

Safety meeting and employee meeting attendance is required of all employees.