

**High Plains Propane, LLC in Dubois, Idaho** is seeking a motivated and reliable HVAC Apprentice to join our team. This entry-level position is ideal for individuals looking to start a career in heating, ventilation, and air conditioning (HVAC) while also supporting our propane delivery operations. As an apprentice, you will work under the supervision of licensed and experienced journeymen to learn the trade, assist with installations and maintenance, and gain hands-on field experience.

In addition to HVAC training, the position includes occasional responsibilities delivering propane to residential and commercial customers. A Commercial Driver's License (CDL) with hazmat and tanker endorsements is required, or willingness and ability to obtain one within a specified timeframe during the apprenticeship.

### **Key Responsibilities:**

#### **HVAC Apprenticeship (Propane Duties)**

- Assist HVAC technicians with installation, service, and repair of heating and cooling systems.
- Learn to troubleshoot and diagnose equipment issues.
- Perform basic tasks such as material handling, site preparation, cleaning, and tool setup.
- Follow safety protocols and OSHA regulations on job sites.
- Complete training assignments and maintain a willingness to learn new skills.

#### **Propane Delivery (Occasional Duties)**

- Safely operate a propane delivery vehicle to transport fuel to customer locations.
- Load, unload, and connect propane cylinders or bulk tanks in compliance with DOT and company safety standards.
- Maintain accurate delivery logs and obtain customer signatures.
- Perform routine inspections of delivery equipment and report maintenance needs.

### **Requirements**

- High school diploma or GED.
- Valid driver's license with a clean driving record.
- Must possess or be willing to obtain a CDL with Hazmat and Tanker endorsements within six months of hire.
- Ability to lift 50 plus pounds and work in varying weather conditions.
- Strong work ethic, attention to detail, and a commitment to safety.
- Ability to work well as part of a team and follow direction.
- Willingness to participate in ongoing training and certification programs.

### **Preferred Qualifications**

- Previous experience in a mechanical or trade environment.
- Basic knowledge of HVAC systems or plumbing/electrical skills.

- CDL with appropriate endorsement or willing to obtain.
- Customer service experience.

**Benefits**

- On-the-job training and career advancement opportunities.
- Support for CDL certification and HVAC education.
- Competitive pay and benefits package.
- Uniforms, tools, and PPE provided.

Contact us today at **(208)374-5401** to join our team and build a rewarding career in HVAC and propane services.

# High Plains Propane, LLC

59 West Main Street – P.O. Box 235  
Dubois, Idaho 83423

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## EMPLOYMENT APPLICATION

High Plains Propane, LLC (Hereinafter referred to as "HPP") is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Position Applying For: \_\_\_\_\_  
(NOTE: position must be a valid position that is open at the time of application.)

### Personal Information (please print or type):

Name: \_\_\_\_\_  
(Last, First, Middle Initial)

Please list Mailing & Physical Address: \_\_\_\_\_  
(Street, apt. #, P.O. Box, City, State, Zip, County)

Telephone: \_\_\_\_\_ ( ) \_\_\_\_\_ Fax #: \_\_\_\_\_ ( ) \_\_\_\_\_

E-mail Address (Optional) \_\_\_\_\_ (We use your e-mail address for the sole purpose of corresponding with you regarding your application.)

Do you have a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No State/License #: \_\_\_\_\_

Do you have any friends or relatives working for Mud Lake Telephone? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Have you, in the last 10 years, been convicted of a felony (excluding any sealed or expunged convictions)? \_\_\_\_yes \_\_\_\_no  
(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

If yes, explain: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

Are you available for work on weekends? \_\_\_\_ Yes \_\_\_\_ No Are you available to work holidays? \_\_\_\_ Yes \_\_\_\_ No

Are you available to be on-call? \_\_\_\_ Yes \_\_\_\_ No Are you available to work nights? \_\_\_\_ Yes \_\_\_\_ No

Are you available to work overtime when necessary? \_\_\_\_ Yes \_\_\_\_ No

Are you able to travel on company business? \_\_\_\_ Yes \_\_\_\_ No

If hired, on what date could you start work? \_\_\_\_\_

Hourly rate of pay or monthly salary desired: \$ \_\_\_\_\_

How did you hear about us/this opening? \_\_\_\_\_

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## Education and Training (include on-the-job training):

	Name/Location of Institution	Dates Attended	Course of Study	Degree Earned
High School				
Community College				
Trade School				
College/University				
Other				

State briefly why you would like to work for MLT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills (brief summary of job-related skills, i.e. typing, word processing, software, computer hardware, tools/equipment, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you speak, write or understand any foreign languages? \_\_\_\_ Yes \_\_\_\_ No

If yes, which language(s)? \_\_\_\_\_

Do you have any experience, training, qualifications or skills which you feel make you especially suited for work at MLT?  
\_\_\_\_ Yes \_\_\_\_ No

If so, explain in detail below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional Society Memberships: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licenses (list states): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Employment History:

Please list below your last fifteen years of employment history, starting with your present or most recent employment. You may list anything over 15 years if you feel that it is relevant to the position for which you are applying. **Please do not leave any section incomplete. Incomplete applications will not be considered.**

Company Name/Address	From (mm/yy)	To (mm/yy)	Start Salary	End Salary	Supervisor's Name	Reason for Leaving
Job Title and Responsibilities:						
Telephone ( )						

Company Name/Address	From (mm/yy)	To (mm/yy)	Start Salary	End Salary	Supervisor's Name	Reason for Leaving
Job Title and Responsibilities:						
Telephone ( )						

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Telephone ( )						

Company Name/Address	From (mm/yy)	To (mm/yy)	Start Salary	End Salary	Supervisor's Name	Reason for Leaving
Job Title and Responsibilities:						
Telephone ( )						

**Please Read and Initial Each Paragraph Below** (if there is any part of this page you do not understand, please seek clarification before signing).

If I become a final candidate for the position applied for; I agree to provide my social security number and I hereby authorize HPP to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to HPP any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release HPP, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I also authorize MLT to complete said investigation through background screenings and other means as necessary at any time during pre-employment, post offer, and current employment without prior notice or disclosure.

\_\_\_\_\_  
Initials

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I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screening and a post-offer physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and post-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

\_\_\_\_\_  
Initials

If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that HPP may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, nor anything conveyed to me during any interview which may be granted, is intended to create an employment contract, implied or explicit, between me and HPP. In addition, I understand and agree that if I am employed; my employment relationship with HPP is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or HPP and that no promises or representations contrary to the foregoing are binding on HPP unless made in writing and signed jointly by the General Manager and myself.

\_\_\_\_\_  
Initials

I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or HPP's benefits, policies and procedures will not alter our at-will and arbitration agreements.

\_\_\_\_\_  
Initials

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

\_\_\_\_\_  
Initials

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid Idaho driver's license and understand that I may be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by HPP's auto insurance, if required for my position.

\_\_\_\_\_  
Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

My signature below certifies that I have read and understand completely this page and agree to its terms and conditions.

Applicant's Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_