



# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

(Application will remain active for 30 days)

## HEATING & AIR CONDITIONING

Position Applied For: \_\_\_\_\_ Referral Source \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First M.I.

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
Street City State Zip

<p>Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you a U.S. Citizen or legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date you are able to start work: _____</p> <p>May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you on layoff status or subject to recall elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Pay Expected: \$ _____ per _____</p> <p>If hired, how long do you plan to continue working for the company? _____</p> <p>Do you wish to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time  <input type="checkbox"/> Temporary</p> <p>Are you willing and available to work? <input type="checkbox"/> On call  <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights  <input type="checkbox"/> Overtime <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays</p>	<p>Have you previously applied with us? <input type="checkbox"/> Yes <input type="checkbox"/> No  When _____</p> <p>Have you previously worked with us? <input type="checkbox"/> Yes <input type="checkbox"/> No  When _____</p> <p>Are any of your records under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No  If so, what name _____</p> <p>Do you have any relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No  If so, who? _____</p> <p>Is there any reason you might be unable to meet our attendance requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please explain _____</p> <p>If applying for a job which requires one, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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EDUCATION/ TRAINING	Name and Location of School	Did You Graduate?	Subjects Studied
High School			
College			
Other Training (particularly that led to license or certification)			

Are you taking or do you plan to take any additional education? If so, what? \_\_\_\_\_

### SKILLS / ABILITIES:

List any machines you are skilled in using: \_\_\_\_\_

List any skills or abilities you have which are pertinent to the position, including hobbies or related interests: \_\_\_\_\_

### JOB REQUIREMENTS:

Do you believe you are capable of performing, with or without accommodation, "the essential functions of the job" for which you are applying?  Yes  No

**PLEASE LIST WORK EXPERIENCE, INCLUDING MILITARY AND VOLUNTEER EXPERIENCE**

**Present or Last Employer:**

Address and Phone:

Start Date: Leaving Date: Supervisor: Rate of Pay \$

Job Duties:

Why Did You Leave?

**Previous Employer:**

Address and Phone:

Start Date: Leaving Date: Supervisor: Rate of Pay \$

Job Duties:

Why Did You Leave?

**Previous Employer:**

Address and Phone:

Start Date: Leaving Date: Supervisor: Rate of Pay \$

Job Duties:

Why Did You Leave?

**PERSONAL REFERENCES**

Name: Phone ( )

Address:

Occupation: How Long Known:

Name: Phone ( )

Address:

Occupation: How Long Known:

**PLEASE READ EACH OF THE FOLLOWING ITEMS BEFORE SIGNING THIS APPLICATION**

- As a final step in the hiring process, an applicant may be subject to an employment entrance exam that may include a criminal, driving and/or credit background check. Applicants who do not meet the company's criteria will not be considered for employment. If a job offer is made, it may be made contingent upon the meeting this criteria.
- I CERTIFY** that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, false, misleading or incomplete statements on this application shall be grounds for dismissal.
- I AUTHORIZE** the company to investigate information concerning my previous employment and education. I further authorize the release of this information to you, and I hereby release such parties from all liability for any damage that may result from furnishing such information. I authorize this company to request a copy of my credit report from the credit bureau.
- I UNDERSTAND** and agree that my employment and compensation may be terminated at any time without prior notice, with or without cause, at the option of the company or myself, and understand that no representative of the company, other than the President, has authority to enter into any agreement contrary to the foregoing.
- I UNDERSTAND** that all company property must be returned and any indebtedness to the company must be paid on or before my last day of work. I authorize the company to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

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