

## **EMPLOYMENT APPLICATION**

Sales \* Service \* Installation Residential \* Commercial Since 1990

## Personal information:

News		
Name:	MI Last	
Address:		
Street	City State Zip	
Social Security #:	Primary Phone: ()	
Drivers License #		
Position Applied for:	Date of Application:/	
Emergency Contact:		
NAME	RELATIONSHIP PHONE NUMBER	
If necessary, the best time to call you is Home/Cell/Work	:am/pm	
May we contact you at work?	Yes No	
If yes, the number and best time to call.		
(	:am/pm	
Have you submitted an application before?  If yes, give date and position(s):	Yes No	
Are you locally clicible for ampleyment in this		
Are you legally eligible for employment in this Country?	Yes No	
Date available for work	/	
What is your desired salary range or rate of		
hourly pay?	\$ per	
Type of employment desired	Full Time Part time Seasonal Ten	mporary
Will you relocate if job requires it?	Yes No	
Will you travel if job requires it?	Yes No	



Sales \* Service \* Installation Residential \* Commercial Since 1990

If they have been explained to you, are you able to meet the attendance requirements for N/A the position? Yes No If no, please explain: Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law. Need further info about "essential functions" to respond Yes No Drivers license number if driving may be required in the job which you are applying. License:\_\_\_\_\_ Yes Have you ever been bonded? No NOTE: Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (In answering these questions, do not include minor traffic infractions, and convictions that have been judicially dismissed and ordered sealed, expunged, or statutorily eradicated, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial diversion programs, and marijuana related offenses that occurred over two years ago.) Have you ever pleaded "guilty" or "no contest to or been convicted of a misdemeanor or felony? Yes No If yes, please provide date(s) and details: \_\_\_\_\_\_ Have you ever been arrested for any matters which you are out on bail or on your own recognizance pending trial? Yes No If yes, please provide date(s) and details: Have you entered into an agreement with any former employer or other party (such as non competition agreement) that might in any way, restrict your ability to work for our company? Yes No If yes, please explain:



Sales \* Service \* Installation Residential \* Commercial Since 1990

Education:					
High School:		Graduate?	Yes	No	
College:					
			Yes	No	
Graduate School: _					
			Yes	No	
Other:					
			Yes	No	
Subjects of special	study or research:				
Special training:					
Activities:					
Former Emplo	yers: List your last 3 employers  Name/Address/Phone #	s, starting with preser	Position		
Date	Name/Address/Phone #		Positio	n Reason for Leaving	
Date	Name/Address/Phone #		Positio	n Reason for Leaving	
References: Giv	ve the names of 3 persons (not r	elated to you) whom	you hav	ve known at least one year	
Name	Name Phone number/Address		_	Business	Years Acq.
Name	Phone num	ber/Address		Business	Years Acq.
Name	Phone num	ber/Address	_	Business	Years Acq.

Last Modified 1/30/2018



Sales \* Service \* Installation Residential \* Commercial Since 1990

## **Educational Information:**

Have you completed any classes or programs that will increase your ability to do your job?  If yes, please specify:	Yes	No	
Are you currently enrolled or schedules to enroll for any classes or programs?  If yes, please specify:	Yes	No	
Would you be interested in attending classes or programs in the future related to the heating and air conditioning filed?  If yes, please specify:	Yes	No	
I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.			
Signed			Date
	OFFICE US	E ONLY	
INTERVIEWED BY:			E:
HIRED:POSITION:		START DATE:	SALARY: