

ALL-WAYS HEATING & AIR CONDITIONING, INC.

EMPLOYMENT APPLICATION

PERSONAL

Last Name: _____ First Name: _____ MI: _____

Present Address: _____

Home Phone: _____ Mobile Number: _____ Email: _____

Permanent Address, if different from present address: _____

If hired can you provide proof that you are legally able to work in the United States? Yes No

If hired, do you have a reliable means of transportation to get to work? Yes No What is it? _____

How were you referred to us?
Advertisement Employee Employment Agency Walk-in Other

Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state nature of offense(s), date(s), city, state and disposition on a separate sheet of paper. *Note: An affirmative answer will not necessarily result in disqualification for employment:*

Yes No

List any relatives or friends employed by the Company: _____ Relationship: _____

EMPLOYMENT

Are you seeking: Temporary Full-time Part-time What position are you applying for? _____

Salary Desired: _____

What days and hours are you available for work? _____

Are you willing to work overtime? Yes No Weekends? Yes No Holidays? Yes No

Are you over 18 years of age? Yes No

When are you available to begin work? _____

If under 18, can you provide a work permit? Yes No

Are you able to perform the essential functions of the job for which you are applying? Yes No

(Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions)

EDUCATION

Type of School	Name & Location of School	# of years to completed	Graduated		Degree(s) or Diplomas(s)	Major Field(s) of Study
			Yes	No		
High School or Grade School						
Business or Tech. School						
Jr. College and/or University						
Other Training (Explain)						

EMPLOYMENT HISTORY

Experience: Please account for all employment within the last seven (7) years, beginning with your current or more recent employer. In addition, please indicate any other experience which you believe is relevant to the position for which you are applying (e.g., volunteer experience, military service, experience gained over seven (7) years prior, etc.) Attach an additional sheet if extra space is needed.

Answer all of the following questions if you are applying for a professional, licensed or certified position

Are you licensed/certified for the job you are applying for? **Yes** **No**

Name of license/certification:

Issuing state:

License certification number:

Has your license/certification ever been revoked or suspended? **Yes** **No**
If yes, explain:

POSITIONS HELD

Company Name:	Dates Employed: From: To:	Starting Salary Ending Salary
Street Address:	Job Title:	Hours Worked From: To:
City, State, Zip Code:	Specific Job Duties:	
Telephone:	1.	
Supervisor:	2.	
Is this your current employer? Yes No	3.	
May we contact this employer? Yes No	Reason for leaving:	
	What is the most important skill demonstrated on the job?	

Company Name:	Dates Employed: From: To:	Starting Salary Ending Salary
Street Address:	Job Title:	Hours Worked From: To:
City, State, Zip Code:	Specific Job Duties:	

Telephone:	1.
Supervisor:	2.
Is this your current employer? Yes No	3.
May we contact this employer? Yes No	Reason for leaving:
	What is the most important skill(s) demonstrated on the job?

Company Name:	Dates Employed: From: To:	Starting Salary Ending Salary
Street Address:	Job Title:	Hours Worked From: To:
City, State, Zip Code:	Specific Job Duties:	
Telephone:	1.	
Supervisor:	2.	
Is this your current employer? Yes No	3.	
May we contact this employer? Yes No	Reason for leaving:	
	What is the most important skill demonstrated on the job?	

MILITARY SERVICE

Have you obtained and special skills or abilities as the result of service in the military? Yes No

If yes, please describe:

PERSONAL REFERENCES

Please list at least two (2) persons NOT related to you who have known you for at least five (5) years.

Name: Address: Phone No.

Name: Address: Phone No.

APPLICANT'S STATEMENT

Please read the following carefully
(Initial each numbered item as read or type your initials)

1. _____ The information that I have provided on this application is accurate to the best of my knowledge and may be verified by the Company or its agents.
2. _____ I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of the Company, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release the Company, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. _____ I understand that the Company is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the Company has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
4. _____ I authorize the Company to obtain consumer reports from consumer reporting agencies for use in deciding whether or not to offer me employment. I understand that such reports may include information concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that if I am denied employment based upon information obtained in any credit report, I will be provided with the name, address, and telephone number of the consumer reporting agency, a copy of the report, and an explanation of my rights concerning it.
5. _____ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
6. _____ I understand and agree that the employment for which I am making application is, and is intern to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or the Company. There will be no agreement, express or implied between the Company and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of the Company.

7. _____ Digital signature understanding. To sign this online application form requires you to type your full name and type the number of the month you were born and the last 4 digits of your social security number.
Example: 112865 (11 month, 2865 SSN)

By typing my name, digital signature in the following box I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information

Full Name:

Birth Date month and last 4 digits of SSN: