



Sales * Service * Installation
Residential * Commercial
Since 1990

If they have been explained to you, are you able to meet the attendance requirements for the position? Yes No N/A

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.

Yes No Need further info about "essential functions" to respond

Drivers license number if driving may be required in the job which you are applying. License: _____ State: _____

Have you ever been bonded? Yes 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: _____



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Education:

High School: _____ Graduate? Yes No

College: _____
 Course of Study: _____ Graduate? Yes No

Graduate School: _____
 Course of Study: _____ Graduate? Yes No

Other: _____
 Course of Study: _____ Graduate? Yes No

Subjects of special study or research: _____

Special training: _____

Activities: _____

Former Employers: *List your last 3 employers, starting with present or most recent.*

_____	_____	_____	_____
Date	Name/Address/Phone #	Position	Reason for Leaving

_____	_____	_____	_____
Date	Name/Address/Phone #	Position	Reason for Leaving

_____	_____	_____	_____
Date	Name/Address/Phone #	Position	Reason for Leaving

References: *Give the names of 3 persons (not related to you) whom you have known at least one year*

_____	_____	_____	_____
Name	Phone number/Address	Business	Years Acq.

_____	_____	_____	_____
Name	Phone number/Address	Business	Years Acq.

_____	_____	_____	_____
Name	Phone number/Address	Business	Years Acq.



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Educational Information:

Have you completed any classes or programs that will increase your ability to do your job? Yes No
If yes, please specify: _____

Are you currently enrolled or schedules to enroll for any classes or programs? Yes No
If yes, please specify: _____

Would you be interested in attending classes or programs in the future related to the heating and air conditioning filed? Yes No
If yes, please specify: _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

Signed

Date

OFFICE USE ONLY

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

HIRED: _____ POSITION: _____ START DATE: _____ SALARY: _____