



APPLICATION FOR EMPLOYMENT

Completed application can be emailed to info@coastalhc.com

Position Applied for _____ Date of Application _____

How were you referred to us for employment? _____
.....

PERSONAL INFORMATION

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP CODE

TELEPHONE (HOME): _____ TELEPHONE (CELL): _____

What is the best time to contact you? _____

Are you related to anyone employed by Coastal Heating and Cooling? Yes No

If yes, give name(s) and relationship to you. _____

Are you under 18 years of age? Yes No If yes, age: _____

This position will require the lifting of material and/or equipment of a minimum 75+ pounds.
Are you able to meet this requirement? Yes No

Are you legally eligible for employment in this country? Yes No

Do you have a Driver's License? Yes No

If yes, is it for the State of Virginia? Yes No

If no, in what state do you have license? _____

Has it ever been suspended or revoked? Yes No

If yes, explain: _____

How many vehicle accidents have you had in the past 5 years? _____

Have you ever been convicted of a felony Charge? Yes No

If yes, explain. _____

EMPLOYMENT HISTORY

Please list your last (4) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below. If you have a current resume please provide that with this application.

Company:	Job Title	Employment Dates:	Summarize the nature of the work performed & Job responsibilities
Address:		From: ____ Month ____ Year	
City:		To: ____ Month ____ Year	
State:	Reason for Leaving	Wage Information	
Immediate supervisor's name		Starting Base Salary or Hourly Rate:	
Immediate supervisor's phone number	Company Phone Number	Current or Last Base Salary or Hourly Rate:	

Company:	Job Title	Employment Dates:	Summarize the nature of the work performed & Job responsibilities
Address:		From: ____ Month ____ Year	
City:		To: ____ Month ____ Year	
State:	Reason for Leaving	Wage Information	
Immediate supervisor's name		Starting Base Salary or Hourly Rate:	
Immediate supervisor's phone number	Company Phone Number	Current or Last Base Salary or Hourly Rate:	

Company:	Job Title	Employment Dates:	Summarize the nature of the work performed & Job responsibilities
Address:		From: ____ Month ____ Year	
City:		To: ____ Month ____ Year	
State:	Reason for Leaving	Wage Information	
Immediate supervisor's name		Starting Base Salary or Hourly Rate:	
Immediate supervisor's phone number	Company Phone Number	Current or Last Base Salary or Hourly Rate:	

Company:	Job Title	Employment Dates:	Summarize the nature of the work performed & Job responsibilities
Address:		From: ____ Month ____ Year	
City:		To: ____ Month ____ Year	
State:	Reason for Leaving	Wage Information	
Immediate supervisor's name		Starting Base Salary or Hourly Rate:	
Immediate supervisor's phone number	Company Phone Number	Current or Last Base Salary or Hourly Rate:	

Comments (including explanation of any gaps in employment) _____

EDUCATIONAL BACKGROUND

Type of School	Name of School	Did You Graduate		Types of Degree Diploma, GED or Certificates; Major/Minor Fields of Study
		Yes	No	
High School	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Year: _____
Business Correspondence Or Vocational School	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Year: _____
Other Courses for Special Training	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Year: _____
Colleges or Universities	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Year: _____

OTHER CERTIFICATIONS

Certification	Yes	No	Year Obtained
CFC Card	<input type="checkbox"/>	<input type="checkbox"/>	_____
Journeyman’s Card	<input type="checkbox"/>	<input type="checkbox"/>	_____
Master’s License	<input type="checkbox"/>	<input type="checkbox"/>	_____

List any other certifications or skills pertinent to this position (e.g. crane lift operator, welding certification, etc.)

APPLICANT’S CERTIFICATION

I certify that the information given on this application is true and complete. I understand that any misstatements or omissions of information are grounds for denial of employment and, if hired, for dismissal. I understand employment is conditioned up verification of the information contained herein.

Signature of Applicant _____ Date _____

Coastal Heating and Cooling, LLC is an equal opportunity employer. We welcome diversity and do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.